City of Alamo
Job Description

JOB TITLE: Deputy Court Clerk
DEPARTMENT: Municipal Court
DEPT. NO. 1400
SUPERVISOR: Municipal Court Judge / Court Clerk
FULL TIME: 40 Hours

CITY COMMISSION
DATE: June 21, 2005
SALARIED:
HOURLY: **X**
NON-EXEMPT: **X**

JOB SUMMARY:
The Deputy Court Clerk will perform general clerical and secretarial work.
Assist the public with collection of fines, and prepare complaints for daily arraignments, answer multi-line telephone; this individual assumes full responsibilities in the absence of the Court Clerk.

ESSENTIAL JOB FUNCTIONS:
Perform regular office duties such as copying, filing, and typing; receives telephone calls and take messages daily; assist in the collection of the fines on citations and
daily complaints; Assist Court Clerk preparing City and State Monthly reports; Assist Court Clerk in preparing the court docket; Prepare paperwork for Jury and Non-Jury trials; Enter new citations (traffic tickets) into the Municipal Court system on a daily basis; Communicate effectively with the public in a courteous and polite manner in regards to a Municipal Court Procedures. Assist with special arraignments, as directed by the Municipal Court Judge and or Court Clerk.

OTHER JOB FUNCTIONS:
Ability to establish and maintain effective working relationships with the general public, city officials and other department personnel.

WORKING CONDITIONS AND PHYSICAL DEMANDS:
This is an hourly position and as such may be required to work beyond the 40 hours. This position will experience sitting for extended periods and viewing screen.

EQUIPMENT AND MATERIALS:
Operate Personal Computer, Copier, 10-Key machine, facsimile machine and other general office equipment.

REQUIRED EDUCATION:
High School diploma or GED Certificate is required, vocational school or computer training background preferred.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILL:
Must have computer knowledge, Bilingual English/Spanish and able to translate both languages or vice versa; work effectively without direct supervision, and follow oral and written instructions; ability to keep accurate records and maintain a filing system.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): _____ Sign: _____

_____
Date