



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

|                    |   |                          |            |
|--------------------|---|--------------------------|------------|
| <b>TITLE:</b>      | <b>Deputy Court Clerk Assistant<br/>Juvenile Case Manager</b> | <b>LAST UPDATED:</b>     |            |
| <b>DEPARTMENT:</b> | Courts  | <b>JOB CLASS:</b>        |            |
| <b>REPORTS TO:</b> | Municipal Court Administrator                                 | <b>FLSA DESIGNATION:</b> | Non-Exempt |

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**Summary:** Under general supervision of the Municipal Court Administrator, the Deputy Court Clerk/JCM assists with the coordination of the administrative activities of the municipal court involving the docketing and disposition of juvenile misdemeanor and school attendance cases. Collects court costs, schedules court dates, controls court dockets, and monitors the disposition and satisfaction of judgments for juvenile misdemeanor cases and cases filed in the court under 25.093 and 25.094, Education Code.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Provides information and assistance related to court processes, activities, procedures, documentation, fees, case status/disposition, or other issues.
- Responds to questions/complaints, researches problems and initiates problem resolution.
- Assists in resolving issues involving angry/irate customers.
- Responds to requests for public records in accordance with established policies.
- Communicates procedures regarding warrant status cases and assists customers with case resolution.
- Consults with Municipal Court Coordinator to assist with solving complex problems and providing technical expertise.
- Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures. Initiates any actions necessary to correct deviations or violations.
- Receives money in payment of court fines and fees, processes payments, records transactions, issues receipts, posts defendant bonds and forwards revenue as appropriate.
- Monitors and maintains control of court dockets to prevent overload, issues jury summons, monitors jurors, notifies defendants and attorneys of case statuses and issues subpoenas and witness notifications.
- Monitors and maintains court records.
- Schedules court dates, preliminary hearings or other activities.
- Sets cases for bench or jury trial and pre-trial appearance dates.
- Prepares court dockets, maintains court dockets setting limits, review trial dockets with prosecutors, and reviews court dockets with Municipal Court Coordinator.
- Reviews delinquent cases for capias warrant preparation, capias pro fine warrant preparation or arrest warrant preparation.
- Serves as courtroom clerk.
- Provides judicial assistance for Judges by preparing courtroom for court sessions, coordinating translation services and mailing jury summons as required.
- Conducts business with Judges, police officers, prosecutors and defendants in a professional manner.

- Assists Court Administrator and Court Coordinators with the operations of the Court by docketing court cases, running reports, providing administrative assistance, facilitating projects, monitoring workflow and identifying and resolving problems.

**Other Important Duties:**

- Serves as back-up for the Municipal Court Coordinator/Juvenile Case Manager.
- Dockets and monitors juvenile misdemeanors and school attendance cases.
- Coordinates hearings with Frisco I.S.D. Truancy Prevention Facilitators.
- Monitors the disposition and satisfaction of judgments for juvenile misdemeanor cases and cases filed in the court under 25.093 and 25.094, Education Code.
- Monitors inventory levels of equipment and supplies.
- Travels to attend meetings, conferences and training.
- Communicates with supervisor(s) on issues that impact the operation of the court.
- Provides assistance for other employees or departments as needed.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of customer service, cashiering, and general office practices and procedures.
- Knowledge of case records and file creation and maintenance techniques.
- Knowledge of posting, reconciling and handling bank deposits.
- Knowledge of City policies and procedures.
- Knowledge of juvenile case processing and truancy statutes.
- Skill in effective oral and written communications.
- Skill in organizing, prioritizing and performing multiple clerical tasks.
- Skill in following Municipal court practices and procedures.
- Skill in resolving customer complaints and concerns.
- Proficiency in the use of computers and related equipment, hardware and software for data entry, case information retrieval and research.
- Ability to work well with others.

**Preferred Education, Experience and Certifications:**

- High School Diploma or G.E.D, **and** two (2) year general office, clerical or customer service experience with; **or** equivalent combination of education and experience.
- Previous cash handling, posting and reconciliation experience preferred.
- Must obtain Level I Municipal Court Clerk Certification within thirty-six (36) months of date of hire.
- Must maintain ongoing requirements for Level I Municipal Court Clerk Certification.
- Must be able to qualify for and obtain Notary Public Commission within one year of date of employment.
- The ability to communicate in Spanish and English preferred.
- Must pass a pre-employment drug screening, background and motor vehicle record check.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in a Municipal Court environment.
- May be subject to repetitive motion such as typing and data entry.
- May be subject to bending, reaching, kneeling, lifting and carrying when retrieving court files and records, or counting and depositing monies.
- May be exposed to hostile or angry citizens and defendants.
- Must be able to lift 40 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, telephone, court information systems and department vehicle.

*Approved By:*

Signed by Matthew Freeman, Municipal Court Administrator  
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*Matthew Freeman, Municipal Court Administrator*

04/24/2014

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*Date*



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*Shannon Allyn, HR Generalist*

04/23/2014

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*Date*