

**Job Description**  
**CLERK / RECEPTIONIST**  
**Municipal Court**

**SUMMARY:**

Under the direct supervision of the Municipal Judge

- Performs clerical duties requiring computer skills, filing, and operation of small office equipment.
- Shall not take an active part in any investigation which may come before the municipal court.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform phone and counter work to assist customers
- Assist with clerical duties, such as typing, mail dissemination, operating facsimile machine, etc.
- Handle highly sensitive material and maintain complete control of such items and dispose of court documents after receiving state-issued destruction order, based upon mandatory state retention schedules.
- Perform comprehensive computerized data entry.
- Perform daily money deposits of payments received.
- Skill in effectively greeting, interacting and communicating with people of diverse cultural and educational backgrounds that are elected officials, general citizenry of the community or out-of-town visitors and business representatives working for the municipal government.
- Ability to establish and maintain effective working relationship with others including all top-level executives within the organization.
- Perform related work, as required.
- Work independently in the absence of instructions or supervision. Lift, carry hold and/or pull up to ten (10) pounds of office supplies, and/or office equipment.

**MINIMUM QUALIFICATIONS:**

- Candidates must meet the following minimum qualifications in order to be considered for this position.

**KNOWLEDGE, ABILITY AND SKILLS:**

- Computer skills
- Must have and maintain clean driving record and valid Texas Class C driver's license

- **Must be United States Citizen**
- **Must be able to pass a thorough background investigation**
- **Knowledge of rules, regulations governing the maintenance and release of information from municipal records**
- **Follow operations, policies, procedures, and functions of the Municipal Court**
- **Correct English usage, spelling, grammar, and punctuation**
- **Modern office practice and procedures**

**EDUCATION and EXPERIENCE:**

- **Must have a high school diploma, or equivalent**
- **Must be able to type 40 wpm and operated a ten key calculator**
- **Must be experienced in using a computer performing responsible clerical duties to include some public contact work**
- **Knowledge of public record laws and procedures preferred**

**ESSENTIAL PHYSICAL SKILLS:**

- **May be required to do intermittent sitting, standing, or walking, lifting of light moderate objects, ability to lift or hold 25 lbs., reaching above shoulders to access files, climbing steps, stooping to access files, repetitive motions of the wrist, hand and/or fingers.**