

COURT ADMINISTRATOR/COURT MANAGER/COURT DIRECTOR

Manage the non-judicial functions of the Municipal Court, including staffing and direct supervision of non-judicial court personnel. Statutes refer to position as *The Clerk of the Court*. Design and implement policies and procedures and administer the day to day operations of the court including budget and financial analysis. Make recommendations for purchases, capital items and additional court personnel. Maintain information technology resources and various automated court information and management systems. Research, compile, evaluate and analyze the court statistical data and required reports.

COURT CLERK - SENIOR

Responsible for assisting the court administrator/manager/director with the administration and operations of the Municipal Court. Work involves the supervision of some or all court support staff, and includes the exercise of judgment within established guidelines and policies. Participates in all phases of the court's clerical and legal activities as required. Assists in making recommendations for development and implementation of programs, policies and procedures to improve efficiency and increase productivity of court operations.

COURT CLERK - NON-SUPERVISORY

Responsible for all of the non-judicial operations of municipal court, excluding supervisory duties. Statutes refer to position as *The Clerk of the Court*. Implement procedures that will be administered in the daily operations of the court. Prepare budget recommendations and financial analysis. Responsibilities may include but are not limited to: processing citations, collecting fines and fees, scheduling hearings, court dates, and trials, maintaining the warrant database, preparing court dockets, jury charges and summons, assisting with the preparation of complaints, appeals, case transfers, judgments, corresponding with defendants and attorneys, serving as courtroom clerk, data entry, legal research and reporting convictions to DPS.

COURT CLERK - DEPUTY

Responsible for assisting with the daily operations of the municipal court requiring a specialized knowledge of court operations and municipal court law while possessing strong organizational and basic accounting skills. Responsibilities may include but are not limited to: processing citations, collecting fines and fees, scheduling hearings, court dates, and trials, maintaining the warrant database, preparing court dockets, jury charges and summons, assisting with the preparation of complaints, appeals, case transfers, judgments, corresponding with defendants and attorneys, serving as courtroom clerk, data entry and reporting convictions to DPS.

COURT CLERK – SPECIALIZED FIELD

Responsible for providing specialized support for the court in a specific field including but not limited to compliance, warrant and bond processing, court date scheduling and docket creation, payment negotiation, indigents and community service, language interpreting, financial accounting of fines and fees, juveniles, court hearings and court records. Provides specialized customer service utilizing specific areas of court procedures. May be assigned to work in a variety of specialized units within the court.