



TEXAS COURT CLERKS ASSOCIATION

2010 Membership Application

(Note: Failure to properly complete your application could result in processing delays.)
PLEASE PRINT LEGIBLY OR TYPE

Name: _____

Court Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

County: _____

Phone #:(_____) _____ Fax #:(_____) _____

Email Address: _____

(PLEASE NOTE: Most TCCA correspondence is sent electronically. Please notify us if your email changes during the year or if you do not have an email address.)

Court Type: Municipal Court Justice Court

Membership: Renewal - I have been a member of TCCA for _____ years.
 New Member (Referred by: _____)

Membership Type:

- Regular Member - Annual Membership Fee \$40.00
Choose ONE of the following that best describes your position:
- Court Administrator/Manager/Director
 - Court Clerk- Senior
 - Court Clerk- Non Supervisory
 - Court Clerk- Deputy
 - Court Clerk- Specialized Field
- Sustaining Membership – Annual Membership Fee \$200.00 (Vendors Can Apply)

I am planning on retiring this year in 2010: yes; or no

I have completed certification at: Level I ; Level II ; or Level III .

I will be using this membership to test before Dec. 31, 2009: yes; or no

I attest that I am not working for or own any portion of a company or business that would be considered a vendor by TCCA and that if at any time during this membership year my status changes I will notify TCCA in writing (Lisa Howard 817-788-7058 or email to: lhoward@ci.hurst.tx.us) by the 10th day that change occurs.

I understand that the category of membership is subject to the bylaws of the association and I acknowledge that it is my responsibility as a member to read and follow the bylaws as written.

Signature: _____ Dated: _____

Please make checks payable to TCCA and return this form to:

**Texas Court Clerks Association
c/o David Preciado
Mail Stop 63-0100
Arlington, TX 76004-3403**

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.