

MUNICIPAL COURT CLERK/CITY CLERK

The City of Waelder is now accepting applications for a full-time Municipal Court Clerk/City Clerk. Under the general supervision of the City Manager. This position is responsible for assisting with the City's day to day operations of the municipal court and the business office. This position processes court transactions, utility billing transactions, assists with accounts payable and performs other various administrative duties. This position requires the candidate to work closely with others and maintain confidentiality in the performance of duties and demonstrate excellent customer service via telephone, email or in person.

Requirements

- Graduation from High School or Equivalent.
- Two (2) years clerical, secretarial, administrative or automated accounting support or related experience is required.
- Ability to handle payment transactions accurately.
- Knowledge of Municipal Court Proceedings is a plus, but not required.
- Knowledge and understanding of basic mathematical principal, 10 key by touch, strong data entry, filing skills, notary procedures and other basic operational, technical and office processes.

Benefits include health insurance, life insurance, dental insurance, vision insurance, retirement, and paid time off.

Please visit our website at www.cityofwaelder.org for an employment application and additional job information. Applications may also be obtained at Waelder City Hall located at 300 Hwy. 90 West, Waelder, TX 78959, Monday to Friday, between the hours of 8:00 a.m. to 4:30 p.m.

The City of Waelder is an Equal Opportunity Employer (EOE).

City Clerk/Municipal Court Clerk

Job Duties

- Assist utility customers with payments (counter, drive through and card payments by phone)
- Screen and direct calls and visitors as appropriate
- Assist customers with new utilities connects or disconnects
- Assist customers by preparing and distribution of Public Works Departmental work orders in a timely manner
- Issue permits in accordance with city ordinances and policies
- Assist customers with Park and Community Center rentals
- Process office supply order requests
- Assist with Accounts Payable for City, Library and Community Center:
Managing purchase orders (ensure approved and logged), match purchase orders and packing slips with invoices, enter invoices into QuickBooks, process payments for the invoices, obtain signatures
- Filing
- Assist with early voting (unless contracted with County Elections Administration).
- Answer questions and provide information to the public, receive, and respond to citizen concerns and questions and/or refer to appropriate department staff member for resolution
- Attend Municipal Court Required Training
- Accurately input information from citations issued into the Municipal Court program
- Maintain a current Municipal Court Docket
- Attend all scheduled Municipal Courts to assist defendants appearing with disposition of citations
- Maintain a docket jacket for each citation issued with accurate and up-to-date information including but not limited to the status of payment arrangements/payments/conversations concerning the fine and disposition with the court to include but limited to defensive driving, deferred adjudication, community service, probation, time served, resets, bonds, instructions from Judge or Prosecutor, etc. All the above forementioned should also be maintained electronically by means of the Municipal Court system and payment collection system
- Monitor and send courtesy letters to defendants
- Post dispositions, appeals and bond entries accurately and timely
- Administer dispositions as directed by Judge and Prosecutor
- Maintain current and accurate schedule of fines and court costs
- Compile information and prepare all monthly and quarterly related reports
- Issue warrants, subpoenas and other documents as directed by the Judge
- Process complaints, FTA's, warrants and bonds through the Municipal Court system
- Collaborate closely with the Police Department, Municipal Court Judge and Prosecutor
- Set Municipal Court calendar one year in advance with concurrence of the Judge and Prosecutor
- Receive and respond to questions, concerns, complaints made by defendants
- Provides clerical and secretarial support to City Manager, Public Works Department, Police Department, City Secretary and other elected and appointed officials
- Perform other duties and projects as directed by City Manager and City Secretary