

**HORIZON CITY**

Incorporated 1988

**\*\*JOB POSTING\*\***

**Job Title:** Municipal Court Deputy Clerk  
**Job No:** 21-11-506-10  
**Department:** Courts  
**Classification:** Non-Exempt  
**Job Type:** Full-time  
**Starting Pay:** \$27,300.00 annually/\$13.13 hourly  
**Posting Dates:** OPEN UNTIL FILLED

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This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

**GENERAL SUMMARY**

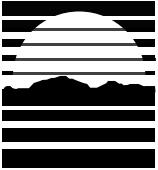
This position reports directly to the Municipal Court Clerk and is responsible for performing administrative and clerical duties related to court operations, must be a Notary Public, State of Texas at the time of appointment.

**SUPERVISION**

General supervision is provided by the Municipal Court Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to)**

1. Serves as the primary Notary Public for the general public for the Town of Horizon City.
2. Examines legal documents submitted to court for adherence to law or court procedures.
3. Prepares case folders and posts, files or routes documents.
4. Explains procedures or forms to parties in case.
5. Secures information for judges, and contacts witnesses, attorneys, and litigants to obtain information for court and instructs parties when to appear in court.
6. Administers oaths and notary services to witnesses, complainant and affiant.
7. Records case disposition, court orders, and arrangement for payment of court fees.
8. Collects fees or fines and records amounts collected.
9. Prepares financial reports of state fees for City Treasurer's use in filing financial reports to the State Comptroller.
10. Assumes the responsibilities of Court Clerk and/or other Court Staff personnel in their absence.
11. Provides client/customer service at the front window.
12. Answers the telephone for the Court Department.
13. Attends court hearings as requested by the Municipal Court Judge.
14. Assists with warrants collection activities as needed.
15. Operate personal computer and appropriate software for word processing, record keeping, and court support functions.
16. Must be a Notary Public, State of Texas at the time of appointment.
17. Performs any other duties as assigned and as may be necessary to complete regular work.



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**MINIMUM JOB REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

High School Diploma or GED, and at least four (4) years of progressively responsible clerical or secretarial work experience; two (2) years preparing or processing legal or official government documents; two (2) years of direct customer service work preferred and/or equivalent combination of education, training and experience in related field may substitute for experience.

Fluently bi-lingual (English/Spanish) strongly preferred.

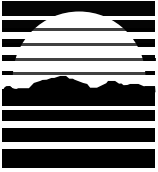
**LICENSES/CERTIFICATES/OTHER REQUIREMENTS**

Proficient with standard computer software applications preferred with Tyler Incode, including MS Word, Excel, Access as well as other relevant applications.

Notary Public License preferred or able to obtain a Notary Public License within 90-days of employment and maintained thereafter.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Texas laws, municipal ordinances and penalties for both. Knowledge of civil or criminal justice system purpose and functions and court administration procedures.
- Knowledge with Tyler Incode 10 Computer Software applications.
- Ability to read literature, books, financial reports, and/or legal documents.
- Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement
- Knowledge of basic accounting procedures.
- Working knowledge of business English, grammar and spelling.
- Receives Administrative Direction from the City Clerk and/or Municipal Judge: Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices.
- Ability to exercise considerable independent judgment on a case per case basis.
- Ability to establish and maintain effective working relationships with co-workers, clients, attorneys, law enforcement personnel, social services agencies, and the general public.
- Ability to perform effectively and maintain calm demeanor and good judgment during stressful situations that may occur.
- Ability to communicate effectively both orally and in writing.
- Fluent bi-lingual (English/Spanish) strongly preferred.



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- Ability to deal tactfully and professionally with confidential or controversial situations with the public and employees.
  - Ability to cooperate with fellow employees as a team member.

**Other Job Characteristics:**

- Subject to recall and working flexible or extended hours.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee is occasionally required to walk, sit, talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to focus.
- The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this job. The noise level in the work environment is usually quiet.
- Occasional exposure to irate individuals.
- Frequent extending keyboarding activity related to data entry, research and retrieval.

To apply please submit a Resume along with the [Horizon City Application for Employment](#) to [jobs@horizoncity.org](mailto:jobs@horizoncity.org). and for additional information please visit the following website at <http://www.horizoncity.org/human-resources/>