

**CITY OF LINDALE  
MUNICIPAL COURT CLERK**

**JOB TITLE:** MUNICIPAL COURT CLERK

**DEPARTMENT** MUNICIPAL COURT

**JOB SUMMARY:**

**Overall Responsibilities:**

Under general direction of the Municipal Court Judge and City Secretary, responsible for the day-to-day operations of the municipal court requiring a specialized knowledge of court operations, policies, and procedures; supervises court clerks; and does related work as required.

**Specific Responsibilities:**

- Coordinates all municipal court activities;
- Performs complicated administrative duties and clerical functions requiring considerable accuracy, and discretion;
- Ability to multitask;
- Specialized knowledge of the court, court operations, policies and procedures; reads, writes and converses in the English language;
- Displays good decision making abilities; makes arithmetic calculations and performs work efficiently and accurately;
- Prepares court dockets, jury charges, and cases for court;
- Balances cash and prepares daily cash report;
- Must be bondable;
- Interfaces courteously and effectively uses tact and diplomacy to handle irate customers in a professional manner, on the telephone, and in writing; and prepares records for storage in archives.
- Compiling, typing, recording and filing a wide variety of documents, court records, reports and materials including citations, warrants, summons, letters, reports, and complaints.

**Required Skills:**

Self-starter; work independently; good organizational skills; type 45 wpm; 10 key by touch; use a computer with proficiency; knowledge of accounting procedures and data processing. Exercise judgment and discretion in releasing information. Correctly interpret and apply the laws, codes, policies and procedures related to processing of court documents.

**Education:**

High School/GED Diploma required. Further formal Secretarial, Clerical and/or Business education preferred.

**Experience:**

Four years general business and clerical experience involving public contact including four years supervisory experience; knowledge of court operations, and policies and procedures. Municipal court experience preferred.

**Physical Requirements:**

Sit, stand and converses for extended periods while assisting constant stream of customers. May have to lift boxes weighing up to 30 lbs. Able to multitask with great amount of accuracy.

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Signature of Employee Acknowledging Receipt

\_\_\_\_\_  
Date