



Court Clerk Assistant

Posting Details

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Position Number	108389
How many vacant positions?	1
If hiring multiple positions, enter additional Position Numbers	
Position Title	Court Clerk Assistant
Are you requesting this job be posted in lieu of the budgeted position title?	No
Are you requesting this job be posted at multiple levels?	No
Full/Part Time	Full-Time
Posting Title	Court Clerk Assistant
Division	46G010
Division Name	Municipal Court
Department Number	46G
Department	Municipal Court
Class Code	12167
Do you want to post Salary Range or Commensurate	Salary Range
Salary	\$17.38 – \$21.72
Vacant/Filled	Vacant
Incumbent or last person who filled position	Ricardo Morones Torres
Regular/Temporary	Regular
Is this a Grant-Funded position?	Not Applicable
EEO Category	Admin/Supp
Job Search Category	Clerical

Criminal Background Investigation

This position has been approved for a Criminal Background Investigation.

EEO/AA

City of Austin is committed to compliance with the American Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please call (512) 974-3210 or TTY (512) 974-2445.

Duties, Functions and Responsibilities

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Responds to customers regarding legal options to satisfy cases, including fines, trials or hearings, drivers safety, deferred dispositions, warrants, extensions, jail bond outs, posting of bonds, filing motions and others as appropriate to criminal and administrative case types.
2. Updates case files in the Court's case management system as contact is made with customers, judges, prosecutors, defense attorneys, witnesses and others.
3. Applies payments as appropriate, balances cash drawers, and prepares deposits of considerable amounts of money daily. Reviews financial information and applications to negotiate with customers to set-up payment plans to include weekly monitoring.
4. Coordinates with prosecutors and police officers their availability to schedule hearings, trials and appearances on dockets.
5. Prepares official court documents to prepare for court cases. Prepares cases for transfer to other courts as appropriate. Contacts defendants, prosecutors, defense attorneys, officers and others regarding court appearances and non-compliance issues. Researches names, addresses and telephone numbers of defendants using various databases to facilitate contact and case compliance.
6. Assists judge in courtroom, monitors and attends to juror needs, coordinate courtroom activity (including maintaining order).
7. Generates complaints (official charging instruments), prepares summons and subpoenas, and prepare paperwork such as defendants histories for use at appearance docket.
8. Monitors cases for compliance, process cases in accordance with legal requirements, and prepares documentation for judges and prosecutors, including warrant of arrest.
9. Compiles data/information, tracks and monitors for performance measures and/or reports;
10. Investigates and recommends resolution of procedural and operational problems.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of appropriate laws, policy or procedures dependent on circumstances.
- Knowledge of court proceedings.
- Knowledge of city practices, policy and procedures.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software.
- Skill in data analysis and problem solving.
- Ability to handle hostile or difficult customers.
- Ability to retain knowledge of historical laws and procedures.
- Ability to perform basic mathematical calculations.
- Ability to use document scanners and related software applications.
- Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy.
- Ability to establish and maintain good working relationships with other City employees and the public.
- Ability to exercise discretion in confidential matters.

Minimum Qualifications**Education and/or Equivalent Experience:**

- Graduation from an accredited high school or equivalent plus four (4) years of related experience
OR
- Associates degree plus two (2) years of related experience.

Changes to Job Description

Preferred Qualifications

- Experience handling monetary transactions (cash, credit card, checks, money orders, etc.).
- Experience performing multiple tasks using multiple computer programs (such as: Word, Database systems, Excel).
- Bilingual in English/Spanish

Location

6800 Bureson Road, Building 310, Ste 175 Austin, TX 78744

Days and Hours

Please note: Schedule may include days, evenings, nights, weekends and/or holidays. Municipal Court is a 24 hour, 7 days per week business operation. Schedule/location may change based upon business needs.



Notes to Applicants

A detailed, complete Employment Application is required to help better evaluate the applicant’s qualifications – minimum and preferred as noted on the job posting. Incomplete applications will be disqualified.

You must use “N/A” for fields that are not applicable.

Employment history dates must include month and year as well as the name and contact information for the supervisor and/or human resources department. Verification of employment history dates on resume should match online Employment Application. Starting salary will be based on overall relevant experience from your employment application, not your resume or cover letter.

A criminal history check will be conducted on the selected candidates.

Assessment:
Assessment(s) may be administered as part of the interview process

Notes to Applicants (Historical)

Job Open Date 06/07/2021

Job Close Date
 <i><font size= 06/21/2021

Responsible Hiring Manager Ashley Durst

Type of Posting External

Pass Message Thank you for your interest in this City of Austin position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message Thank you for your interest in this City of Austin position. Based on your responses to https://www.austincityjobs.org/hr/postings/89460/print_preview

Thank you for your interest in the City of Austin position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Job Requisition Number COA083397

Please indicate whether the interviews required under MCS Rule 4.03 D. will be limited to the division the department, are in good standing and meet both the minimum and preferred qualifications, then you will receive an initial interview.

Quick Link <https://www.austincityjobs.org/postings/89460>

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * This position requires graduation from High School or equivalent plus four (4) years of related experience or an Associates degree plus two (2) years of related experience. Do you meet the minimum qualifications for this position?
 - o Yes
 - o No - (disqualifying)
2. * Does your experience include working in a continuously changing work environment? If so, please list the experience where you had to organize your tasks in order to complete your work assignments.

(Open Ended Question)

3. * How many years of Customer Service experience do you have?
 - o Less than two (2) years
 - o Two (2) to four (4) years
 - o More than four (4) years
4. * Briefly explain your Customer Service experience.

(Open Ended Question)

5. * Are you able to work a schedule that may include weekends, evenings, overnights and/or holidays?
 - o Yes
 - o No
6. * Please list all days and/or hours that you cannot regularly work.

(Open Ended Question)

7. * Number of years using a computer at work.
 - o Less than four (4) years
 - o More than four (4) years
8. * Describe your cash handling experience in detail.

(Open Ended Question)

9. * Are you bilingual in Spanish and English?
 - o Yes
 - o No
10. * If identified as the top candidate, do you agree to a criminal background investigation?
 - o Yes
 - o No - (disqualifying)

Optional & Required Applicant Documents

Required Documents

1. Resume

Optional Documents

1. Cover Letter