

**City of Montgomery
Court Clerk
Job Description**

Job Title: Municipal Court Clerk
Department: Municipal Court
Reports To: Court Administrator
FLSA Status: Non-exempt
Open Date: April 18, 2024
Close Date: When Filled
Salary: **Depending on Qualifications**

SUMMARY

The primary function of the Court Clerk is to support the daily operations of the City of Montgomery Municipal Court by performing the following duties. The Court Clerk will report directly to the Court Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING

Court Clerk functions include assisting the Court with the following:

Court Related Duties:

- Collect and post payments for traffic violations from defendants in person, online and by mail
- Process driving safety course requests
- Process deferred dispositions
- Process payment plans under Judge's standing orders
- Set court dates for defendants via email and in person
- Make Warrant phone calls on delinquent and past due cases
- File documents and process judgments for Judge's signature
- Process general court correspondence
- Assist court clerk in court with pre-trial hearings and trials
- Prepare notices for mailing
- Answer court telephone and assist defendants
- And all other duties as assigned

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience, familiarity with Incode, Ability to learn new technology, Experience working in an office environment. Court Clerk Certification Level I highly recommend or must be obtained within the first year of employment.

PLEASE FAX RESUME TO:

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MAIL TO:

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c/o Kimberly Duckett
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Montgomery, TX 77356

FOR MORE INFORMATION CONTACT KIMBERLY DUCKETT at 936-597-6866