



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 591.3

Job Title: **SENIOR DEPUTY COURTS CLERK**

Pay Grade: 15

GENERAL SUMMARY:

Directs and coordinates daily courtroom operations, assisting both the Judge and Prosecutor to ensure efficient docket processing.

RESPONSIBILITIES:

- Serves as shift lead court clerk, coordinating and assisting Deputy Clerks and reviewing the completed work of other Deputy Clerks.
- Acts as administrative assistant to the Judge and assists the Prosecutor with the court docket.
- Officially receives and verifies court dockets.
- Provides quality control of work prepared by Deputy Clerks; sorts, batches, and labels complaints.
- Serves as liaison in the retrieval and dissemination of information and problem resolution with other departments/divisions.
- Provides the public with information regarding courtroom policies and procedures.
- Schedules cases set for arraignment/jury trial; assists judge with correct jury panel seating.
- Prepares appropriate judicial forms resulting from the judge's actions.
- Prepares activity and administrative reports.
- Issues citizen information form to citizens after case disposition by the judge, i.e. reset and trial notices and payments.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

SPECIFICATIONS: (continued)

EXPERIENCE:

Two years of experience in a court environment are required. Verified related education, such as legal, paralegal, criminal justice, etc., may be substituted for the experience requirement on a month-for-month basis.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Deputy Courts Clerk
Senior Deputy Courts Clerk
Municipal Courts Administrator
Municipal Courts Supervisor
Municipal Courts Manager