



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 591.2

Job Title: **DEPUTY COURTS CLERK**

Pay Grade: 11

GENERAL SUMMARY:

Serves as an official of the court, maintaining order by providing assistance in processing paperwork and complaints, collecting fees, providing directions and answering telephones.

RESPONSIBILITIES:

- Prepares dockets and courtroom for court sessions.
- Answers telephone inquiries from the general public regarding fine amounts, court appearance, etc.
- Maintains courtroom order, issues notices for court appearances, and administers oaths.
- Advises parties of their rights and court procedures.
- Prepares legal documents and judicial forms, including commitment forms, retention of legal counsel, Personal Recognizance Bonds, etc.
- Assists Prosecutor/City Attorney with courtroom forms, dockets, etc.

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.

EXPERIENCE:

Six months of clerical, data entry, or court related experience are required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED: (continued)

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

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

Effective: October 1990

Revised: April 1992