



City of Rice Job Description

Position: Part – Time Court Clerk
Reports To: Court Administrator
Reports To: City Administrator

Department: Municipal Court
Status: Part-time
Status: Part-Time or Full-Time

Salary: \$11-\$13 / HR

Open till filled

Open to Internal and External Applicants

Equal Opportunity Employer

How to Apply: Send resume to cityadministrator@ricetx.gov

Job Summary:

Works under the general supervision of the Court Administrator. Maintains and keeps court records.

Duties and Responsibilities:

- Performs clerical and secretarial duties like typing, filing, attending to court appointments, and answering calls.
- Balances and reconciles daily receipts.
- Administers oaths to witnesses and jurors during trials.
- Authenticates copies of court records, prepares docket of cases to be called, contacts witnesses and lawyers for the court and instructs them when to appear in court.
- Handles financial record keeping and acts as custodian of the court's seal and court records.
- Collects fees and other payments or deposits made with the court, prepares reports and court forms, and processes warrants.
- Takes care of publications of court decisions, reviews court records for accuracy, and handles all court correspondences.
- Coordinates with other related departments and staff in other legal matters.
- Participates in the workload of court staff responsible for performing a variety of clerical, administrative and accounting duties in the support of the municipal court.
- Adheres to established policies and procedures.
- Enters cases into an automated case management system.

- Other duties as assigned.

Skills and Specifications

- Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public
- Ability to follow verbal and written instructions
- Ability to handle stressful situations and effectively deal with difficult or angry people
- Knowledge of local court rules, legal terminology, court records maintenance, and retention and destruction of records
- Must participate in local community service

Education and Qualifications

A high school diploma or equivalent. Two (2) years' experience in an office environment.