

# Municipal Court Assistant Clerk

## City of Brenham Job Description

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**Department:** Municipal Court  
**Reports To:** Municipal Court Clerk  
**EEOC Category:** Office and Clerical

**Job No.:** 155-  
**Pay Grade:** 15  
**FLSA Status:** Nonexempt  
**Position is Part Time with  
Benefits 24 hrs/wk**

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### Summary

Performs various administrative duties in Municipal Court. Opens and routes all incoming mail; assists in maintaining court records and documents via electronic media; process online payments. Maintains confidentiality when handling communications and documents.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Performs various administrative duties, including generating form letters, mailing correspondence related to court cases, making photocopies, faxing documents, and filing;
- Prepares and maintains docket folders for all court cases, including retrieving and re-filing as requested;
- Assists in maintaining the Municipal Court records and documents via electronic media;
- Opens and routes incoming mail and pulls corresponding case file(s);
- Processes on-line payments and some payments received by mail;
- Assists with preparing and processing various mail-outs during the year;
- Responds to questions and provides basic information about the status of court cases, fines owed, and general court procedures; and
- Assists in preparation and filing of paperwork related to defensive driving courses, deferred adjudication, and community service and explains the process and the paperwork to defendants.

### Supervisory Responsibilities

This is a non-supervisory position.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Municipal Court Asst. Clerk (Continued)**

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### **Education and/or Experience**

High school graduation or its equivalent; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

### **Knowledge Of**

Local government practices and procedures and applicable state and federal laws and regulations pertaining to municipal court proceedings; basic bookkeeping principles and practices; computers; and standard office practices and procedures.

### **Skill/Ability To**

Operate computers, including word processing and spreadsheet software; establish and maintain effective working relationships; communicate effectively, both orally and in writing; and read and understand manuals, policies, and other documents.

### **Certificates, Licenses, Registrations**

Valid Texas driver's license or available alternate means of transportation.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to operate office equipment, including telephone and computer keyboard, reach with hands and arms, and talk and hear. The employee frequently is required to stand and walk; and the employee may be required to lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee has frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, to change tasks frequently, to perform tedious and exacting work, and to work closely with others as part of a team. The noise level in the work environment is usually moderate.