

	City of Seabrook			Department: Court
	Court Clerk II			
		FLSA Status: Non-Exempt Non-Essential Personnel	Grade: 106	Page 1 of 3

JOB SUMMARY:

Court Clerk II, under the general supervision of the Director of Municipal Court Services, includes all duties of Court Clerk I plus intermediate-level administrative, clerical, and various technical, analytical, and court support services. In addition, duties involve the analysis, implementation, and processes in accordance with local, state, federal and all applicable laws and policies established by the Judge.

ESSENTIAL JOB FUNCTIONS:

- Performs all duties of Court Clerk I, plus the following:
- Provide high-level customer service via phone, email, mail, fax, chat, and in person, addressing concerns and inquiries about court policies, fines, payment plans, charges, indigent paperwork, court settings, warrants and bond amounts.
- Collect, reconcile, and record fines, fees, bonds, and website payments in the Incode software system.
- Scan various documents into Tyler Content Manager.
- Upload and enter citations (ticket writers, manual, DPS, CVE).
- Process Open Record Request per applicable laws.
- Assist defendants with coordinating payment plan, payment extension, driving safety course, community service, deferred disposition, compliance dismissal and processing payment.
- Process surety bonds and cash bonds at the window and schedule for a hearing.
- Process plea of not guilty at the window and schedule for pretrial hearing.
- Review proof of insurance for Failure to Maintain Financial Responsibility offense for compliance dismissal.
- Prepare and set up courtroom for scheduled dockets.
- Prepare summon and certified mail for juvenile cases.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Review and verify time-served requests and community service timesheets, applying non-monetary credit.
- Add Time Payment Reimbursement fee for cases past due 30 days.
- Review and verify Driving Safety Course certificates and driving records for compliance dismissal eligibility.
- Use TLOxp system for defendant contact information.
- Use Tyler Notify for citation resolution instructions and reminders.
- Assist collection agency with questions, requests, and payments.
- Prepare legal documents requiring judicial signature (e.g., summons, complaints for unsigned/parking citations).
- Enter/release driver's license holds in Omnibase FTA Program.
- Reviewing non-compliance cases and coordinate show cause hearing scheduling.
- Monitor deferred disposition cases, processing dismissals for compliance.
- Prepare all court dockets except trial dockets.
- Serve as backup support to Court Clerk I, maintaining full proficiency in their duties.
- Assist Judge, Prosecutor, Director, and court staff as directed.
- Multi-task effectively under stressful conditions.

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- Perform other duties as assigned by Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bilingual (preferred).
- Two (2) years of knowledge of court policies and procedures required.
- Knowledge of modern office practices and procedures.
- Knowledge of state laws and regulations.
- Knowledge of city ordinances.
- Skill in establishing priorities and organizing work.
- Skill in performing mathematical calculations.
- Skill in operating computers and other standard office equipment.
- Knowledge of Microsoft Office software, primarily Word and Excel.
- Knowledge of Incode software preferred.
- Skill in interpersonal relations.
- Skills in oral and written communication.

SUPERVISORY CONTROLS:

The Director of Municipal Court Services assigns work in terms of general instructions. The Senior Court Clerk performs quality control by spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the results and reports to the Director regarding any issues or concerns.

GUIDELINES:

Guidelines include court policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY:

The work consists of related clerical and customer service duties. Frequent interruptions and strict deadlines contribute to the complexity of the work.

SCOPE AND EFFECT:

The purpose of this position is to provide clerical support for the operations of the Municipal Court. Success in this position contributes to the efficiency of court operations.

PERSONAL CONTACTS:

Contacts are typically with law enforcement personnel, judges, attorneys, and members of the public.

PURPOSE OF CONTACTS:

Contacts are typically to give or exchange information and provide services.

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PHYSICAL DEMANDS:

The work is typically performed in an office or courtroom setting, involving intermittent sitting, standing, stooping, walking, bending, crouching, and reaching. The employee must have full mobility in both upper and lower body, lift up to 10 pounds (occasionally up to 50 pounds), and may require climbing ladders. Vision requirements include close, distance, color, and peripheral vision. Auditory requirements include the ability to hear and speak effectively.

WORK ENVIRONMENT:

The work is typically performed indoors in an office setting.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

None.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Two (2) years of knowledge of court policies and procedures required.
- Two (2) years of general office, clerical or customer service experience.
- Knowledge of basic computer skills.
- Previous cash handling, posting and reconciliation experience, preferred.
- Must possess a valid Texas Municipal Court Clerk Level I Certification.
- Must obtain TLETS certification within 12 months.
- Valid Texas driver's license with a good driving record.

I have read this job description and fully understand the requirements and expectations set forth therein. I hereby accept the Job of COURT CLERK II and agree to perform the identified major/essential functions and expectations in a safe manner and in accordance with the City of Seabrook's established Personnel Policies and Procedures.

SIGNATURE / APPROVAL:

Employee

Date

Supervisor

Date

Department Director / City Manager

Date