

# Town of Laguna Vista

## City Clerk

DEPARTMENT	Administrative Support	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Non-Exempt	SUPERVISORY	No
REPORTS TO	City Manager	CIVIL SERVICE	No
STATUS	Full-time	EFFECTIVE DATE	4/13/2023
SCHEDULE	Monday-Friday, 8-5	SAT.,SUN.,HOLIDAYS	No
OVERTIME	As Needed	PAY RANGE	TBD

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### GENERAL STATEMENT OF DUTIES

Employee performs moderately responsible, diversified administrative duties such as clerical and record keeping in support of the operations of the Municipal Court and Building Department and further assists in other functional areas of the City. This employee requires minimal guidance or oversight and performs complex clerical and administrative duties as directed by the City Manager and/or City Secretary. Employee responds to requests for information within the scope of authority. Information obtained through the court should be kept confidential and not discussed. Employee reviews permit applications and assists with the permitting process for the City.

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### DUTIES, FUNCTIONS AND RESPONSIBILITIES

**Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.**

1. Greet visitors, answer telephones and transfer calls to other departments.
2. Answer questions regarding municipal court and respond to requests for information.
3. Assist defendants in the resolution of cases by providing defendant with options of their charges; determine the amount of fines; explain payment plans, set court dates; explain procedures to file appeals; process insurance cases' and process cases with dismissal fees.
4. Process cases, set arraignments, jury and trial dockets by documenting authorized payment plans; complete defensive driving forms; set cases on deferred disposition as required by the Judge; assists juveniles with community service requirements; mail juvenile notices to parents; issue balance due letters and show cause notices to defendants; prepare judgment Nisis for bond forfeiture; notify bonding companies, attorneys and defendants.
5. Answer questions regarding the bulding department and assist with revieiwng and issuing permits and building inspections.
6. Accept payments for registration fees, building, mechanical, plumbing, and electrical fees and issue cash receipt(s).
7. Process jail and bonding paperwork, attach original warrants to the corresponding file; process credit for jail time served; clear warrants and holds from Police Department and surrounding agencies; and prepare hold notices on defendants as requested.
8. Print court docket on court date.

9. Perform clerk duties by assisting the Judge at arraignment, trial by Judge and jury dockets; prepare and mail summons; select and mail jury summons; and prepare jury panel for cases.
10. Prepare documents for warrant collections by copying and stamping original warrants; issue Failure to Appear letters and obtain necessary signatures.
11. Maintain supplies and files.
12. Process payments over the counter, by the phone, and by mail; receive and post cash and surety bonds; process and balance cash drawer; receive and clear warrants paid by mail, phone or counter; print end of day reports and other cash receipt reports; receive and apply credit for community service completed; clear warrants; and notify police department when warrants are cleared.
13. Type and proofread a variety of reports, letters, memos and spreadsheets.
14. Manage permit and inspection reports, verify for accuracy, receive and receipt payments for permits, log receipt of payments, and contact contractors regarding permit related issues.
15. Assist other department heads, City Secretary and City Manager as needed.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

**Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

1. General office and secretarial skills; basic computer knowledge and accurate keyboarding skills.
2. Must be able to work well in a team environment with minimal supervision.
3. Intermediate ability to deal with real numbers; practical application of fractions, percentages, ratios/proportions and measurements.
4. Basic ability to write simple sentences containing subject, verb and object; and/or a series of numbers, names and addresses.
5. Position requires self-motivation, excellent organizational skills and positive attitude in dealing with public, the Judge and co-workers.
6. Dependability, reliability and good attendance required.
7. Must utilize independent judgment and decision-making abilities, as necessary.
8. Ability to perform multiple tasks simultaneously in a team environment and with minimal supervision.
9. Professional attitude, tact and courtesy necessary to deal with internal and external customers.

10. Skill in use of a calculator, personal computer, internet search engine and other related office machines.
11. Ability to maintain clerical records and compile reports.
12. Ability to type with accuracy at a moderate rate of speed.
13. Ability to express ideas effectively orally and in writing.
14. Ability to understand and follow moderately complex oral and written instructions.
15. Ability to establish and maintain effective working relationships as necessitated by work assignments.

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**MINIMUM REQUIREMENTS**

**MINIMUM EDUCATIONAL REQUIREMENTS.** High School Diploma or General Education Development Certificate.

**MINIMUM EXPERIENCE REQUIREMENTS.** One-year general office or secretarial experience.

**MINIMUM LICENSE REQUIREMENTS.** Must possess a valid driver's license or be able to secure a Texas Driver's License upon employment.

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**PHYSICAL REQUIREMENTS**

Must be physically able to operate a variety of machines and equipment including computer office equipment, telephone, etc. Physical demands are fairly active, but may require extended period of time at a keyboard or workstation. Involves occasional light lifting of 0 to 25 pounds and some bending, stooping or squatting. Occasional driving required.

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**SPECIAL REQUIREMENTS**

Ability to communicate in English and Spanish.

Acknowledgments

I have reviewed this job analysis and attachments and find it to be a fair description of demands of the job.

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Employee's Name Print

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Signature

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Date

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Town's Authorized Representative

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Signature

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Date