

## **CITY OF LA GRULLA, TEXAS - JOB OPENING**

**MUNICIPAL COURT CLERK**-The City of La Grulla, Texas is accepting employment applications for Municipal Court Clerk.

**JOB SUMMARY**-Under general direction of the Municipal Judge and the City Manager. Responsible for all clerical and quasi-judicial administrative functions of the municipal court.

**PAY**-Commensurate with abilities, education and experience.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform complicated administrative duties and clerical functions requiring considerable discretion and specialized knowledge of Courts, court operations, policies and procedures
- Enter citations filed by officers and complaints filed by citizens; maintain all records pertaining to each case
- Prepare complaints for State Law and City Ordinance Violations
- Prepare search warrants and arrest warrants for Judges signature
- Administer oaths and affidavits, affix seal of the Court thereto
- Schedule cases for hearings and verify the Court Docket before court is in session; notify defendants, jurors and police officers of court appearances
- Assist customers with questions regarding tickets and payment of fines
- Collect fines, fees, bonds and miscellaneous cash receipts
- Write and balance cash receipts and prepare deposits when necessary
- Deal courteously and effectively with customers and other city employees
- Regular and reliable level of attendance
- Any other duties assigned by Supervisor

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Display good decision making abilities
- Self-starter, work independently
- Good organizational skills
- Working knowledge of accounting procedures and data processing
- Good working knowledge of the Municipal Court System, policies, procedures and laws

### **EDUCATION, EXPERIENCE AND CERTIFICATION**

- High School Diploma or GED
- Two years of general business and clerical experience involving public contact
- One year experience in a Municipal Court or similar setting
- Able to get Texas Municipal Court Clerks Certification Level I within six months
- Must be able to be bonded
- Must be able to attend the required 12 hours of continued education each year

### **CONTACT INFORMATION - Applications available at:**

City of La Grulla  
194 S. FM 2360  
La Grulla, Texas 78548

Phone No. 956-487-3341

**APPLICATIONS DUE BY 3:00 PM ON MARCH 14, 2025**