



Career Opportunity: Municipal Deputy Clerk

The Town of Pantego is currently seeking applicants for the Deputy Court Clerk position within the Municipal Court Department. Pantego is situated in the heart of the Dallas-Fort Worth area of North Texas and is bounded by the City of Arlington on three sides. Pantego is located approximately two miles north of interstate-20 and approximately three miles from Texas Live.

Mission Statement: We are committed to providing quality customer service to all who appear in the court while we diligently execute the administrative duties of the Municipal Court as set forth by law. We promise to be innovative in creating methods and techniques that allow us to be more responsive to the needs of the public.

JOB DESCRIPTION

Under the direction of the Court Administrator. The Deputy Court Clerk position involves extensive contact with the public while performing general duties in support of the Municipal Court operations.

MINIMUM REQUIREMENTS AND EXPERIENCE

- Must be at least 18 years of age
- Must possess and maintain a valid Texas Driver's License
- Must pass a pre-employment drug screen
- Must pass a criminal background check
- Must pass a psychological evaluation
- Experience with cash handling procedures
- Strong typing skills
- Basic computer skills and working knowledge of Microsoft Office
- Must be organized and able to work well with the general public
- Ability to communicate in Spanish and English preferred

EDUCATION

- High school diploma or GED
- Previous Court procedures preferred but not required

STARTING PAY (DOQ):

- \$40,700 - \$56,100

Application Process:

Submit a complete and signed Town of Pantego employment application to:

1614 S. Bowen Rd, Pantego, TX
76013. Or email to:

Sandra Overstreet,
Director of Human Resources,
soverstreet@townofpantego.com

Applications will be considered as they are received.

Resumes will not be accepted in lieu of an application. Incomplete applications will not be processed until completed in full.

Click here to download the application

<https://www.townofpantego.com/media/DEPT/HumanResources/PublicForms/EmploymentApplication>

**SMALL TOWN
CHARM ...
BIG CITY
OPPORTUNITIES!**

JOB SUMMARY

Under the direction of the Court Administrator. The Deputy Court Clerk position involves extensive contact with the public while performing general duties in support of the Municipal Court operations.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Duties, responsibilities, and activities may change at any time, with or without notice.

DUTIES AND RESPONSIBILITIES:

- Provide daily customer service at the court counter and by phone regarding citations, complaints, and other Municipal Court proceedings.
- Accurately process payment of fines and/or fees.
- Helps prepare case jackets, posts, and files or routes court documents.
- Enter and assemble offenses and citations.
- Maintain and update court records.
- Assists with cases scheduled for hearing, arraignments, pre-trials, judge, and jury trials.
- Assist with records management, including filing, scanning, and maintaining court records.
- Communicates effectively and courteously with customers in person, in writing, by telephone, and via e-mail.
- Assist with coordinating the Court's docket and ensure that the necessary processes and paperwork of the Court are issued, signed, and approved.

KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain knowledge and keep abreast of new laws and Court Procedures and the application of each case.
- Must be able to work in a fast-paced environment in a friendly and courteous manner.
- Positive attitude in dealing with the public, judge, prosecutor, court administrator, and co-workers.
- Demonstrate a willingness to perform duties in a team environment.
- Strong typing skills
- Basic computer skills and working knowledge of Microsoft Office products.
- Ability to write and complete records, forms, reports, and receipts.
- Must possess time management and organizational skills and have the ability to prioritize work assignments with accuracy and detail.
- Comprehensive ability to disseminate information quickly and perform tasks under pressure with short deadlines.
- Must be able to communicate effectively with customers and co-workers.
- Provide excellent customer service and remain professional while dealing with difficult individuals.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- High School diploma or equivalent.

- Customer Service/Cash Collections experience.
- Must possess and maintain in good standing a valid Texas Driver's License.
- Bilingual English/Spanish a plus

SPECIAL REQUIREMENTS:

- Attendance of programs the Texas Municipal Court Education Center (TMCEC) provides for continuing education.
- Notary Public Certification or become certified within six months of hire.

PHYSICAL DEMAND AND WORKING ENVIRONMENT

Depending on the functional area of the assignment, tasks involve the ability to exert physical effort, usually involving lifting, carrying, pushing, and/or pulling objects and materials of various weights (up to 20 pounds). It may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

TRAVEL

- Attending training as needed.

PAY SCALE AND BENEFITS:

- \$40,700 - \$56,100 DOQ
- TMRS Retirement – 2 for 1 matching
- 14 Paid Holidays
- Vacation Leave Accrual
- Sick Leave Accrual
- Health, Dental, and Vision Insurance Paid

APPLICATION PROCESS:

Qualified candidates are encouraged to apply on the Town's website: www.townofpantego.com. Submit a complete and signed Town of Pantego employment application to 1614 S. Bowen Rd, Pantego, TX 76013. Or email to Sandra Y. Overstreet, Human Resources, soverstreet@townofpantego.com

Applications will be considered as they are received. ***Resumes will not be accepted in lieu of an application. Incomplete applications will not be processed. Applications may be downloaded at <https://www.townofpantego.com/jobs>***