

Deputy Court Clerk

Low volume Municipal Court, in Prairie View, located near Northwest Houston is seeking applicants for a deputy court clerk who will be required to assist in daily tasks of municipal court operations by processing, maintaining, and managing case files, preparing and organizing all legal documents and correspondence in compliance with established municipal court policies and procedures and state laws.

Provide quality customer service in person or via telephone, respond to inquiries, schedule court dates, process payments, prepare daily bank deposits, prepare the courtroom for court proceedings, and perform other duties as assigned.

Professional decorum, discretion, and high ethical standards are required, along with the ability to function well in a demanding, high-paced environment.

Requirements

- High school diploma or equivalent
- Two or more years of customer service experience
- Basic knowledge of general office procedures, filing systems, collections procedures, cash handling, and telephone etiquette
- Skilled in Microsoft Office applications
- Type a minimum of 40 words per minute
- Ability to multi-task
- Skilled in critical listening, thinking, and following directions
- Discretion in handling sensitive matters
- Ability to lift at least 50 pounds
- Ability to work flexible hours on occasion
- Ability to pass an extensive background and criminal history investigation
- Stable work history
- Valid Texas Class C Driver's License
- Municipal Court experience preferred
- Bilingual skills a plus