CITY OF SAN ANTONIO
JOB ANNOUNCEMENT
111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108 Job Line (210) 207-7280

SAN ANTONIO MUNICIPAL COURT CLERK

The City of San Antonio is recruiting for a San Antonio Municipal Court Clerk. The Municipal Court Clerk serves as the official clerk for the Municipal Courts and Magistrate Court. This position is responsible for providing daily management and administrative oversight within the Municipal Court. Coordinates assigned activities with other City departments and outside agencies and works closely and in cooperation with the Presiding Judge and Court Administrator.

Essential job functions will include: Administration of oaths and affidavits, issues process, makes certificates, provides clerical preparation of complaints, and affixes the seal of the courts thereto. Maintains a central docket for all cases filed in the Municipal Courts, in consultation with the Presiding Judge. Maintains and preserves all documents and other records of the Municipal Courts and makes them available for inspection at all reasonable times by an interested party. Collects all fines, court costs and fees for offenses prosecuted under the jurisdiction of the Municipal Courts and authorized by relevant laws and ordinances; issues receipts for payment. Keeps the records of the municipal courts of record, maintains an index of all court judgments and testifies as custodian of records for the San Antonio Municipal Court. Ensures that staff responsible for collection of fines, costs and fees execute required fidelity bonds. Administers the budget for the Clerk of the Court and hires, directs, supervises and removes all staff authorized under the municipal budget, approved for the Clerk of the Municipal Court. Follows work rules promulgated by the Presiding Judge for Administration of the Court and takes an oath to faithfully perform the duties of the position. May be required to hire and direct the activities of the City Marshal.

This position requires the successful candidate have graduated from an accredited university with a Bachelor's Degree. Six years of increasingly responsible experience in municipal courts and/or legal process and procedure, including administrative or supervisory experience. This position is exempt from Municipal Civil Service, and subject to at-will employment.

Starting salary negotiable, depending upon education and qualifications. Apply at once with letter, resume, references, and salary requirements to the City of San Antonio, Human Resources Department, Attention: Margaret Gonzales, Executive Recruiter, P.O. Box 839966, San Antonio, TX 78283. Candidate information my also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM at the Human Resources Department located at 111 Plaza de Armas or e-mailed to saexecsearch@sanantonio.gov. **Open until filled**.

The City of San Antonio is an Equal Opportunity Employer.