



**CITY OF HALLSVILLE**  
115 West Main Street, PO Box 899, Hallsville, Texas 75650

## **MUNICIPAL COURT CLERK**

### **JOB DESCRIPTION**

The City of Hallsville, Texas is seeking a Municipal Court Clerk with a passion for public service. We are a Type A, General Law City with a population of approximately 3500+ in East Texas. Under general direction of the City Secretary, the Municipal Court Clerk is responsible for: (1) excellent telephone skills; (2) excellent customer service skills; (3) greets all customers upon entering and leaving the building; (4) maintains citation information and takes citation payments; (5) attends court for Pre-Trials; (6) maintains court docket; (7) receive Certification within first year of being hired; (8) maintains Certification and 20 hours CE Annually; (9) balancing cash drawer on a daily basis; (10) good organizational skills; (11) excellent computer skills; (12) assisting the Water Department; (13) assists in taking bank deposits to bank and mail drops/pickups; (14) attends training when offered; (15) maintains collections and Omnibase files; and (16) follows Orders of the Court. The Municipal Court Clerk must adhere to City policies and procedures and work effectively with other City departments and fellow employees. Starting pay will depend on qualifications. This is considered a full-time position with City benefits. Employment application **and** resume may be emailed to [citysecretary@hallsville.us](mailto:citysecretary@hallsville.us), mailed to Attn: City Secretary, PO Box 899, Hallsville, TX 75650 or dropped off at 115 West Main Street, Hallsville, TX. Applications can be found on the City's website at [www.cityofhallsvilletx.com](http://www.cityofhallsvilletx.com).

### **JOB REQUIREMENTS**

#### **Education, Training, Experience:**

Candidates should possess a strong customer service background, good people and communications skills and be equipped to handle the multiple tasks and duties of a Municipal Court Clerk. At least a High School diploma is required. A valid Texas Driver's License and must be at least 18 years of age.

Job posting opened until position is filled.