



JOB ANNOUNCEMENT MUNICIPAL COURT CLERK/CASHIER

Under the general supervision of the Senior Court Clerk. This position is responsible for assisting with the City's day-to-day operations of the business office and municipal court. This position processes heavy volumes of court transactions, utility billing transactions, accepts payments for other departments, and performs various administrative duties. Qualified person must have knowledge of municipal court proceedings, cash-handling experience, and demonstrate excellent customer service via telephone, email, and in-person.

REQUIREMENTS:

- High School Diploma or GED.
- Ability to handle cash transactions accurately.
- Knowledge of municipal court proceedings.
- Knowledge and understanding of basic operational, technical, and office processes.
- Working knowledge of Microsoft Word, Excel, and Power Point.
- Strong organizational skills with attention to detail.

PREFERRED QUALIFICATIONS:

- Extra consideration will be given to applicants who have:
 - Over one-year of municipal court experience.
 - Texas Municipal Court Certification.
 - Working knowledge of InCode, Court Management Software.

SALARY:

- \$20.50 per hour, DOE (Non-Exempt Position)
- 100% Employee Coverage for Health, Dental and Life Insurances
- Participation in the Texas Municipal Retirement System (TMRS) 7% and 2:1 match
- Accrued Paid Personal Leave
- Accrued Paid Major Medical Leave
- Longevity Pay after one-year
- Voluntary Supplemental Insurances – Accident Plan, Critical Illness, Life Insurance
- Voluntary Participation in Mission Square Section 457 Deferred Compensation Plan

APPLICATION SUBMISSION:

Submit completed Employment to: Lisa Hernandez, Human Resources Director,
by email: l.hernandez@leonvalleytexas.gov, by fax: (210) 684-1515, or in-person at City Hall,
6400 El Verde Road, Leon Valley Texas, 78238.

Visit the city's website at www.leonvalleytexas.gov. This position is open until filled. AA/EOE/ADA