

# Court Clerk/Water Clerk- Temporary

City of Tatum – Tatum, TX

Salary: \$15-\$18 per hour (based on experience)

Location : Tatum, Texas

Department: Administrative Services

Opening Date: 02/25/2025

Closing Date: 03/20/2025

FLSA: Non-Exempt

## Job Description/Summary

This recruitment will be used to fill a temporary extra help position working 24 hours per week for up to 2 months. This position performs responsible, specialized clerical support work for the County Clerk and Water Department. This position will report directly to the City Secretary.

## Examples of Duties

### Court Clerk - Administration

- Enters critical data into MCRS Database/Water Department Software (RVS)  
Entering tickets, posting water payments, filing
- Interacts with the general public, both in and out of the courtroom.
- Performs other related duties as required/assigned.
- Answer multi-line phones
- Serves as the keeper of the record in relation to all paperwork and documentation for the Courts.
- Prepares paperwork that document and summarize the record, and provides context regarding trials and which Orders have been signed.
- Assists Judicial Officials with maintaining the composure of the courtroom, and providing document-related services regarding Counsel or parties (exchanging paperwork to be signed, collecting, logging, and filing paperwork, etc.).

### Minimum Requirements

High School Diploma or GED equivalent.

- One (1) year of experience performing work equivalent to an Office Assistant 3 or higher or an equivalent combination of education/experience.
- Experience in Criminal Justice/Court and/or Water Department related work area is preferred but not required.

### Selection Factors

Bilingual Preferred (Spanish)

- including word processing programs and computer terminals.
- Knowledge of basic English composition, spelling, grammar and other support skills as required by the position.
- Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- Skilled in establishing and maintaining effective working relationships in office setting and at all organizational levels and with the general public.
- Skilled in the use of personal computer and software related to the work assignment.
- Ability to work with speed and accuracy and in a courteous manner when dealing with the public.
- Ability to handle routine mathematical calculations quickly and accurately.
- Ability to use standard office equipment such as phones, copiers, calculators and fax machines.

