

**JOB VACANCY ANNOUNCEMENT  
CITY OF HARLINGEN**

**Job Title: Deputy Clerk**  
**Department: Municipal Court**  
**Opening Date: 05/25/2018**

**Pay Rate: \$9.9219/hr**  
**Job Status: Full Time**  
**Closing Date: Open Until Filled**

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**JOB SUMMARY:**

This position performs specialized clerical tasks in maintaining computerized court records and magistrate docket. Answers incoming calls and handles matters pertaining to disposition information in cases, fine amounts, and schedule hearing and trial dates. Performs cashier duties, such as collection of fines, issuing receipts, receiving cash bonds, and preparing reports. Performs trial attendance and summarization duties including recording trials, preparing summary of trial docket, jury checks and other duties resulting from the outcome of the trial. Will perform other assigned duties. Work involves considerable public contact in providing information and receiving inquiries or complaints. Work schedule includes working nights and weekends.

**QUALIFICATIONS:**

- Knowledge of court operations, policies and procedures;
- Knowledge of legal forms, documents and terminology;
- Knowledge of modern office practices and equipment;
- Knowledge of applicable record keeping requirements for court actions and defendant case files;
- Ability to speak Spanish fluently;
- Ability to communicate orally with defendants, attorneys, victims, coworkers, and the public in a tactful and courteous manner;
- One-year certificate from a college or technical school; or two years related experience and/or training, or equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:**

Administrative work; employee is regularly required to sit and use hands and fingers. Involves occasional light lifting of 0 to 20 pounds.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.**

**BENEFITS:**

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550 City Website: [www.myharlingen.us](http://www.myharlingen.us)

**THE CITY OF HARLINGEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/DRUG FREE EMPLOYER**