

JOB DESCRIPTION

Classification: Municipal Court Clerk

Range: Salary A-40 to A-50

Reports to: Municipal Judge and Mayor/City Administration

Classification : Part-time

Job Summary

Under the direction of the Municipal Judge, the Municipal Court Clerk is responsible for organizing, coordinating, and managing the daily operations of the Municipal Court office. This position performs a variety of administrative, clerical, and financial duties, including case processing, recordkeeping, bookkeeping, and public interaction. This position is employed by the City of Socorro and must follow the City of Socorro Personal Manual.

Confidentiality of court records and proceedings is essential and must be strictly maintained at all times.

Essential Duties and Responsibilities

- Manage and oversee daily court office operations
- Maintain accurate court records, files, and documentation
- Process court forms, citations, and case-related documents
- Perform daily bookkeeping, including receipting, balancing, and deposits
- Prepare and maintain financial records in accordance with court procedures
- Provide courteous and professional customer service to the public
- Answer telephone inquiries and assist walk-in customers
- Schedule court cases and maintain court calendars
- Prepare correspondence, notices, and reports
- Ensure accuracy and attention to detail in all work performed
- Maintain compliance with applicable laws, rules, and court procedures

Position Qualifications

- Ability to work independently with minimal supervision
- Strong organizational skills and ability to prioritize tasks efficiently
- Ability to maintain professionalism and confidentiality
- Ability to interact with the public in a courteous and respectful manner
- Maintain appropriate appearance and attire consistent with the dignity of the Court

Minimum Education Requirements

High school diploma or equivalent

Experience, Skills, and Abilities

- Knowledge of general office procedures and administrative practices
- Basic bookkeeping and cash handling experience
- Proficiency in typing and general computer use
- Familiarity with standard office equipment (e.g., calculator/adding machine, copier, scanner, fax machine, computer software)
- Strong written and verbal communication skills
- Attention to detail and accuracy in data entry and recordkeeping

Working Conditions

Work is performed in an office and courtroom environment. Requires flexibility in work schedule. Frequent interaction with the public, which may include difficult or sensitive situations.

Date Approved:

4/21/2026

Mayor:



Attest:

Leopoldo Rueda