



City of Taylor Job Announcement

Job Title: **Deputy Municipal Court Clerk**
Status: **Regular Full Time Position**
Salary: **Group 17** **Step 1-15: \$12.69 - \$17.93 DOQ**
Open Date: **October 28, 2016** Closing Date: **Until filled**

Description:

Ensures the efficient and accurate operation of the City's court by performing clerical duties in a timely and adequate manner.

Qualifications:

High school graduate or its equivalent; Court Clerk certification plus three years of experience as a court clerk in a computerized system; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Bi-lingual preferred.

Special Requirements:

Knowledge of clerical procedures of processing, recording and preparing legal documents, records, and reports related to court operations; good office skills; establishes good working relationship with other employees, communicates well with public.

Certificates/Licenses Required:

Must be bondable.

To Apply:

A City of Taylor Application is required for this position. Resumes alone will not be accepted. They must be attached to a City of Taylor application.

For a complete job description and application go to: www.taylortx.gov

Mail or deliver to: Human Resources, City of Taylor, 400 Porter St., Taylor, Texas 76574.

E-mail: jobs@taylortx.gov **Questions:** Phone: 512-352-5993.

Benefits: Health, Dental and Long Term Disability Insurance (Employee coverage paid by the City); 7% 1½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

About the City of Taylor:

Taylor, Texas is a beautiful city with a large downtown area rich with history and charm. Taylor, incorporated in 1882, boasts a dynamic cultural heritage based upon German, Polish and Czechoslovakian settlers that is still touted through our cuisine and local celebrations. Today, Taylor continues to grow and expand as part of the regional development in the Austin area.

The City of Taylor is an *Equal Opportunity Employer*.

Sends courtesy letters for overdue tickets	5%	S	A,B,C,F,G,H,I,Q,R, S
Assists the Clerk of the Court with data to prepare monthly reports	5%	S	A,B,C,F,H,I,Q,R,S
Acts as liaison between police, jail and judge to make arrangements for judge to provide magistration to prisoners	10%	S	B,H,I,Q,R,S
Prepares and maintains docket and summons for police and City Prosecutor. Obtains copies of upcoming court cases, reports and makes copies as needed	5%	S	A,B,C,F,H,I,Q,R,S
Explains court procedures and defensive driving courses to defendants, prepares complaints, prepares subpoenas and schedules witnesses, notifies defendants of hearing dates and interprets for Spanish speaking Defendants	20%	S	A,B,C,H,I,Q,R,S
Stays abreast of legislature and court procedures and training related to court duties	5%	S	A,B,C,H,I,F,M,Q,R, S,T
Performs other clerical duties are required	4%	S	A,B,C,D,E,F,G,H,I, M,Q,R,S,T,U
Serves in extension of current duties as required for emergency management, particularly in the areas of public information	1%	S	A,B,C,D,E,F,G,H,I, M,Q,R,S,T,U
Provides quality customer service to City staff, the general public, and all other work contacts	Constant	N/A	N/A

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

A. Standing F. G. Reaching R. L. Crawling C. Q. Vision
 C. B. Sitting C. H. Handling R. M. Bending C. R. Hearing
 O. C. Walking C. I. Fine Dexterity R. N. Twisting C. S. Talking
 F. D. Lifting O. J. Kneeling R. O. Climbing R. T. Foot Controls
 F. E. Carrying O. K. Crouching R. P. Balancing U. Other
 O. F. Pushing/Pulling

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
SITTING	At desk for most work tasks
STANDING	At counter to help public; perform some filing
WALKING	Around the office short distances

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate, or its equivalent, Court Clerk certification plus three years of experience as a court clerk in a computerized system; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Bi-lingual preferred.

CERTIFICATES/LICENSES REQUIRED:

Must be bondable.

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

Printed Name

Signature

Date



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer
400 Porter Street, Taylor, Texas 76574****
 Phone: (512)352-5993
 www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

FOR OFFICE USE ONLY	
Received _____	Ltr sent _____
Refs chkd _____	Bkgd ck _____
Interview _____	Hired _____

 (LAST NAME) (FIRST NAME) (INITIAL)

 (STREET ADDRESS, RFD, P.O. BOX)

 (CITY) (STATE) (ZIP CODE)

Phone Numbers:(_____) _____ Social Security Number _____

Email Address: _____ Position(s) Applied for _____

Date you would be available to start work? _____

Check type of work you are seeking: Regular Temporary Part time Full time

Have you ever filed an application with the City of Taylor before? Yes No If yes, when? _____

Have you ever been employed here before? Yes No If yes, when? _____

Are you related to any person employed by the City of Taylor? Yes No
 If yes, list name and relationship: _____

Minimum Salary Requesting \$ _____ per _____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? **Yes** **No**

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

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Employer Address	Starting salary	Ending Salary
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Summary of job duties	Reason for leaving	

ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? **Yes** **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication?

Yes **No** If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver's License? **Yes** **No** License # _____

Type of license: Class C CDL Other _____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an "at-will" employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: _____

Date: _____



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EEOC STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

***PLEASE NOTE:** The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.*

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- Male
- Female

AGE (in years)

- Under 40
- 40 and above

RACIAL/ETHNIC GROUP

- Caucasian (Not of Hispanic Origin)
- Black (Not of Hispanic Origin)
- Hispanic Origin
- Asian or Pacific Islander
- American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- Posted Job Announcement in: _____
- Texas Employment Commission
- Current Employee
- Friend
- Newspaper(Name)_____
- Just walked in
- Other (specify) _____

DISABILITY

Do you have a disability? Yes No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



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Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)

Date

Applicant's signature

Social Security Number

Address

Phone



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NEPOTISM CERTIFICATION

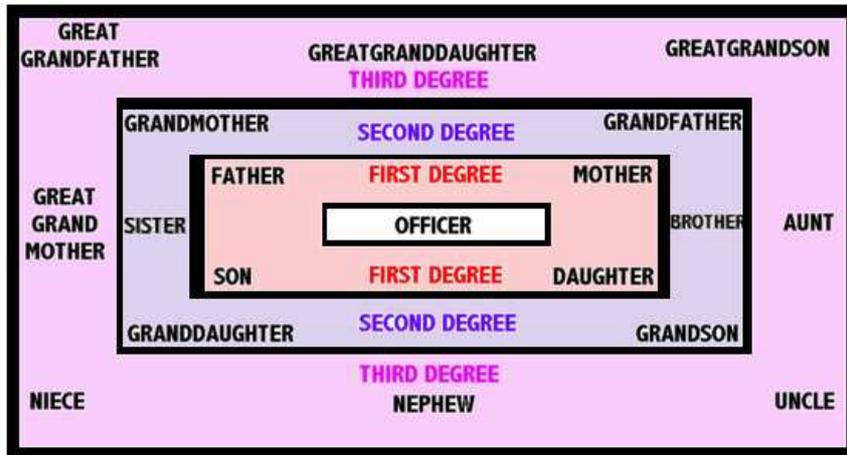
Applicant's Name _____

Position(s) Applying For: _____

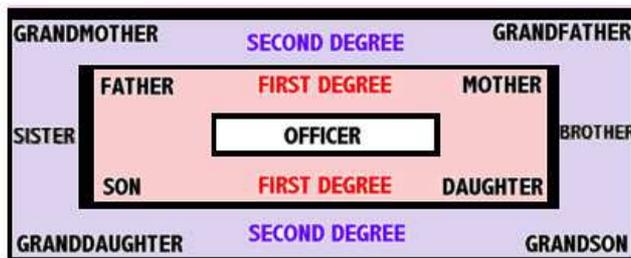
No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? Yes No If yes, please explain

Nepotism Charts



CONSAUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature _____

Date _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

CITY OF TAYLOR

Agency Name (Please print)

KIM PETERSON

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	