



Court Clerk

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Welcome to Devine

Established with the arrival of the International-Great Northern railroad in 1881, Devine was named for railroad lawyer (and San Antonio Judge) Thomas Jefferson Devine. The town was incorporated in 1904 with a population of just over 500. Devine got a boost over other South Texas communities when it became irrigated from waters of Medina Lake in 1915.

Rain-dependent cotton producing land became a verdant landscape of corn and vegetable crops. The irrigation also doubled the population of the town to around 1,000 residents and it managed to maintain that level through the Great Depression. Its proximity to San Antonio has been a source of growth for the town and by the late 1980's it had grown to over 4,000 residents. The 1990 census counted 3,928 residents which rebounded to 4,140 for the 2000 census.

Devine offers a neighborly atmosphere, strong sense of community and is a safe city. It has an estimated 2025 population of 4,700 residents and enjoys an estimated household income of \$45,703.00. The city has a lower cost of living and it strikes a balance between rural charm and modern convenience. Its 30 minute drive to downtown San Antonio makes it attractive for those seeking city life along with a rural lifestyle. Area attractions in Devine include the Devine Acres Farm and the Devine Golf Course. The town is also home to many area festivals and the Bogey Nights Golf Tournament.

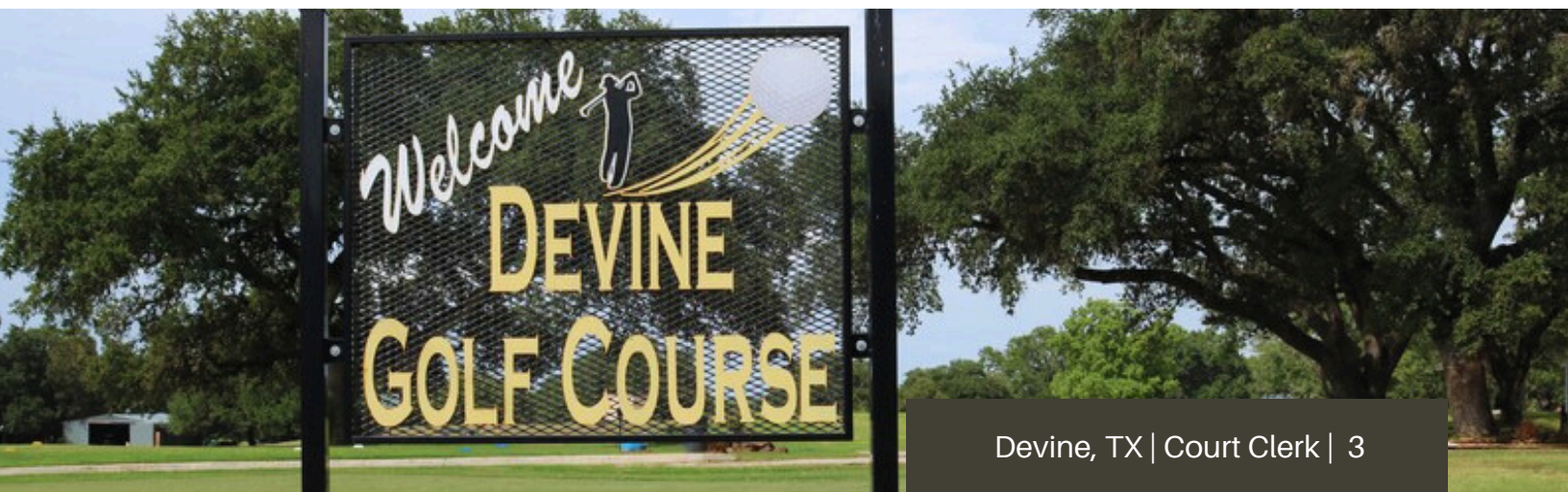
Position Overview

Under the direction of the City Administrator, the Municipal Court Clerk assists the Municipal Judge with administrative and clerical work. The Municipal Court is tasked with maintaining and storing legal documents, collecting court mandated fees and ensuring that documents and equipment are prepared and ready for Court proceedings.

The successful candidate will be the custodian for all Municipal Court records; will enter and file all legal documents; manage the accounting of court revenue; prepare monthly, quarter and annual financial reports of court revenue as required by state law; file issuance of worthless check complaints; prepare legal documents such as summons, complaints, motions and subpoenas; coordinate meetings between police, prosecutors, judges, and witnesses for monthly court hearings; and perform other clerical duties as needed.

The holder of the position will be expected to be or become certified as a clerk through the Texas Municipal Clerks' Association. Furthermore, an emphasis will be placed on enhancing communication and efficiency through a joint effort with the police department and codes enforcement officers.

As a leader in the organization, this position is expected to demonstrate exemplary character. This position plays an integral role in representing the City to residents, developers, business owners, members' of the media, neighboring communities, regional organizations, and state and federal agencies.



The Ideal Candidate

Minimum Qualifications

- High School Diploma or General Education Degree (GED)
- Three (3) months related experience and/or training.

Preferred Qualifications

- Bachelor's Degree in Criminal Justice, Public Administration or Related Field
- Two (2) years related experience and/or training.

Knowledge, Skills, and Abilities

- Ability to read and interpret documents, including court documents
- Ability to write reports and correspondence
- Ability to communicate effectively to co-workers and customers
- Knowledge of basic mathematical skills such as addition, subtraction, multiplication and division using whole numbers, fractions and decimals
- Skill in interpreting and understanding laws, court orders and vendor contracts
- Ability to establish and maintain effective working relationship with co-workers, judges and vendors
- Ability to work with diverse staff and customers
- Ability to track and monitor legislative changes
- Ability to remain calm under pressure
- Knowledge of computer systems and technology trends in Municipal Court operations
- Ability to carry out instructions furnished in writing, given verbally or in diagram form

Compensation & Benefits

Salary Range:

The Town of Devine is offering an estimated salary range of \$50,224 to \$60,269 for this position commensurate with experience & qualifications.

Benefits:

The organization also provides a competitive benefits package including medical insurance with dental and vision options, as well as term life insurance. Additional benefits include paid holidays, sick leave, vacation leave and longevity pay after one year of service.

The Town of Devine participates in the Texas Municipal Retirement System (TMRS), which pairs a 6% employee contribution with a 1.5:1 employer match.



How to Apply

The City of Devine is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.



Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification.

The position is open until filled.

First review deadline is 5 p.m. on June 13, 2025.

Please e mail your cover letter and resume in .pdf format to applydevinemuniclerk@clearcareerpro.com
Faxed and mailed submissions will not be considered.

For more information on this position, please contact:
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