

# **JOB ANNOUNCEMENT FOR THE CITY OF EAGLE LAKE**

## **MUNICIPAL COURT CLERK**

**JOB SUMMARY:** Under the direct supervision of the Municipal Court Judge and the City Secretary, is responsible for assisting with the day to-day operations of the Eagle Lake Municipal Court and business office, processing court transactions and payments and receipting transactions for other City departments; providing excellent customer service to customers via the telephone and in person; demonstrating knowledge of municipal court procedures; may serve as secondary back-up to the Utility Billing Clerk, and doing related work as assigned.

**QUALIFICATIONS / REQUIREMENTS:** High School Graduate or GED. Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. Over one year up to and including three years. Must maintain strict confidentiality in all aspects of the job.

Required to hold a Notary Public Certification or become certified within six months of hire. Must be certified as a Level I Texas Municipal Court Clerk within 12 months of appointment date. Must be bondable under City's public employee blanket bond. All required licenses and certificates must be current and valid.

**SALARY:** \$42,000 - \$48,000, depending on qualifications. The City of Eagle Lake provides exceptional medical coverage - employer paid health, dental, vision, life/ADD. TMRS Retirement: Employee contribution 6%, City match 2:1, 5-year vesting. Vacation accrual and holiday leave are provided in accordance with current Personnel Policies and FLSA.

**APPLICATION DEADLINE:** Open until filled. Blank applications are available online at <https://www.coeltx.net>. Completed application can be submitted in person, by mail or by e-mail.

**CONTACT:** Lina Ferguson, City Secretary/HR, [citysecretary@coeltx.net](mailto:citysecretary@coeltx.net)

Applications are available at City Hall  
P.O. Box 38 (mailing)  
100 East Main Street (physical)  
Eagle Lake, Texas 77434  
(979) 234-2640

The City of Eagle Lake is an equal opportunity employer  
The City has a random drug test program for all employees.

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