

City of Van Alstyne**Job Posting: Court Administrator / Records Clerk****Position Title:** Court Administrator / Records Clerk**Department:** Municipal Court / Police Department**Reports To:** Municipal Judge/Director of Public Safety/Records Management Officer**Salary:** Commensurate with experience**Employment Type:** Full-Time, Non-Exempt**Location:** Van Alstyne, Texas

Position Summary:

The City of Van Alstyne is seeking a detail-oriented, highly organized professional to serve in a dual-capacity role as **Court Administrator / Records Clerk**. This combined position oversees the operations of the Municipal Court while managing all city records functions in compliance with local and state laws. The successful candidate will work closely with the Municipal Judge, Prosecutor, Police Department, and Records Management Officer to ensure accurate case processing, records retention, and exceptional customer service.

Key Responsibilities:**Court Administration Duties:**

- Oversee and train all deputy court clerks and ensure accuracy in citation entry, payment processing, and court records.
- Coordinate all court activities including dockets, trial scheduling, and warrant processing.
- Submit required weekly, monthly, quarterly, and annual reports to relevant state and local agencies (e.g., OCA, DPS, State Comptroller).
- Manage communication with defendants, attorneys, law enforcement, and court officials.
- Maintain court compliance with evolving legislation and update systems accordingly.
- Monitor payment plans, send past due notices, and manage show cause hearings.
- Prepare legal documents including warrants, judgments, probable cause affidavits, and complaints.
- Oversee community service tracking, deferred dispositions, and driver safety dismissals.
- Ensure professional, unbiased service from all court personnel.

Records Clerk Duties:

- Maintain organized filing and archiving systems for court records, police reports, crash reports, and public documents.

- Process open records requests in compliance with the Texas Public Information Act, coordinating with the City Attorney as needed.
 - Manage city-wide records retention schedules, document destruction, and compliance audits.
 - Train city staff in records management systems and ensure secure storage of city records.
 - Respond to legal subpoenas and testify in court when required.
 - Oversee scanning, classification, and database import of official city records.
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Required Qualifications:

- High School Diploma or equivalent
 - Valid Texas Driver's License
 - U.S. Citizenship
 - Ability to complete 32-hour new clerk training within one year of hire
 - Experience in court operations, legal administration, or municipal records preferred
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Knowledge, Skills, and Abilities:

- Strong understanding of Texas criminal, juvenile, traffic, and records laws
 - Knowledge of records retention regulations and court procedures
 - High-level organizational and supervisory skills
 - Effective written and verbal communication skills, including conflict resolution
 - Proficiency in Microsoft Office and records management systems
 - Ability to lift up to 50 lbs and climb ladders when needed
 - Capable of working under pressure, handling sensitive data with discretion, and responding to after-hours call-backs
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Work Conditions:

- Office-based role with interaction with the public, law enforcement, and court officials
 - Require occasional attendance in court or off-site storage facilities
 - Regular business hours with occasional evening or emergency duties
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To Apply:

Please submit a completed Personal History Statement (PHS) and Cover Letter. The fillable PHS can be obtained by contacting Lt. Hayslip at shayslip@vanalstynepolice.com. The completed PHS and Cover Letter can be submitted to Jennifer Gould at jgould@cityofvanalstyne.us.

Deadline: Open until filled.