



## Legislation Text

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**File #:** 17-0271, **Version:** 1

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Presentation of the Texas Municipal Clerk, Level Three Certification Plaque to Jessica Utton to be made by Pat Riffel, Co-Chair of the Texas Court Clerk's Association Education Committee (Assistant City Manager)

In 1996, Texas Court Clerk's Association, in partnership with Texas Municipal Court's Education Center, Texas Municipal Court's Association and Texas State University, created an educational development program. The Municipal Court Clerk Certification Program was established to provide professional development and educational growth to Court Staff in Municipal and Justice Courts.

The program is comprised of three levels. Participants may achieve certification upon successful completion of each of the three levels, earning the titles of Certified Court Clerk Level I, Certified Court Clerk Level II, and Certified Municipal Court Clerk.

Participants must pass all 3 parts of the Level III certification exam within five years of the date applying for Certification. Topics of the exams include Leadership, Management, Budgeting and Security among others. They must attend a 16-hour Level 3 Assessment Clinic to help determine their readiness and desire to participate in the program, a 12-hour Court Administrator program, as well as submit 26 hours of other court related approved educational hours.

### Court Observation/Journal:

Participants must complete 40 hours of Court Observations, including their observation of small, medium and large municipal courts. The results of the observation are presented in journal format to a panel of judges for approval.

Only after all the above requirements are completed will a candidate achieve Certified Municipal Court Clerk (CMCC) status. Jessica began the Level 3 process in October 2015 and obtained her certification in March 2017, becoming the 70th Certified Municipal Court Clerk in the state.

### FUNDING

{x } NOT APPLICABLE