

COUNTY AND DISTRICT CLERK'S OFFICE

SECTION I – JOB DESCRIPTION

SUMMARY:

Performs a variety of administrative, general clerical, bookkeeping services and categorizes documents, exhibits, report records and confidential records relating to court cases and files for the County and District Clerk Office. Work involves assisting the general public in person and over the phone; receiving, indexing and recording court case information and/or legal documents; entering and updating data into department databases; and providing copies of official court and/or legal documents to the public, courts, litigants, attorneys and other appropriate parties. Provide any other clerical duty necessary to the efficient operation of the County and District Clerks' office in accordance with department functions, policies and practices.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: County and District Clerk, Chief Deputy or Designee
2. Directs: Does not supervise any employees
3. Has constant contact with judges, attorneys, court's staff, the District Attorney's office, other county departments and the general public.

PRINCIPAL DUTIES & RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

1. Receive and file stamp all original petitions, pleadings, motions, briefs, orders, etc. submitted to the court and filed at the counter or through eFileTexas.gov according to procedures.
2. Prepares and issues citations, subpoenas, attachments, precepts, capias, (whether by posting, publication, certified mail, or by personal service), writs of commitment, notices to the employer for withholding child support, commissions for depositions or other legal instruments as authorized by the court or requested by attorneys.
3. Receipt and disburse daily cash transactions according to established procedures.
4. Courtroom duty, including civil/criminal non-jury docket, selection of jurors, administration of oaths, and any other duties directed by the judge.

ADDITIONAL DUTIES:

1. Operate computer terminal for information retrieval and data entry of criminal and civil case records, and word processing.
2. Receive, sort, and distribute incoming and outgoing mail. Including, but not limited to mailing orders and settings to all parties in a suit
3. Perform routine office procedures such as answering telephone, copying records as required and perform record searches of criminal and civil files. Respond to inquires about filing fees, jury excuses and civil suits.
4. Provide clerical support (filing, typing, data entry, etc), as the work load allows.
5. Makes docket entries on all pending criminal and civil cases.
6. In compliance with Records Management procedures; number, index, film, scan and file all recordings for Criminal and Civil Minute books.
7. Perform other duties as assigned within the scope of the department.
8. Drive to attend to a variety of errands.

INTERPERSONAL SKILLS:

1. Communicate with public, attorneys, and other employees of Sterling County.
2. Maintain a positive cooperative relationship with County and District Clerk, peers and other governmental agencies as well as public.
3. Understand and follows policies and procedures.

DEPENDABILITY AND ACCOUNTABILITY:

1. Work part-time 29 hours per week.
2. Be on time in attendance and for court schedules or meetings.
3. Maintain confidentiality of Clerk's office.
4. Adhere to code of ethics sworn to in the oath of office.
5. Maintain consistent positive outlook in support of County goals and objectives as well as the Judicial District Court and County Court.

PROFESSIONAL GROWTH & PROFESSIONALISM:

1. Attend continuing education as required by law and Clerk.
2. Dresses appropriately in office attire, clean well-kept appearance at all times.

SECTION II – JOB REQUIREMENTS**EDUCATION AND EXPERIENCE:**

High school graduation or its equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of clerical procedures involved in processing, and preparing complex legal documents, instruments, records and reports related to the operation of both the civil and criminal court. Ability to adjust to rapidly fluctuating situations, and multiple simultaneous projects; ability to organize work, set priorities, meet critical deadlines, and follow up assignments with minimum direction. Have a basic knowledge of legal terminology. Skill in the operation of a variety of office equipment, including personal computer, typewriter, photocopier, telephone, etc. Have the ability to make complex arithmetic computations rapidly and accurately; ability to communicate effectively both orally and in writing in the English language; ability to establish and maintain effective working relationships with judges, members of the legal profession, other governmental entities, other employees of Sterling County and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, crawl, climb or balance. Frequently lift up to 40lbs. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception and ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing essential functions of this job. While performing the duties of this job, the employee regularly works in a normal office setting. The employee is occasionally required to work in inadequate climate controls due to problems with the buildings heat and air conditioning system. An employee will occasionally encounter a hostile situation with regards to irate customers and criminal defendants. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

CERTIFICATES/LICENSE REQUIRED:

Must have a valid Texas Driver's License and an acceptable driving record or available alternate means of transportation

Must be bondable.
