

BOSQUE COUNTY

CIVIL DEPUTY CLERK/FAMILY DEPUTY CLERK

Summary: The Civil Deputy Clerk files original petitions and pleadings received at the counter and through the mail. The Civil Deputy Clerk is responsible for answering and responding to inquiries made by attorneys and the general public in person or by phone. The Civil Deputy Clerk is a non-supervisory position under the direction of the District Clerk.

Essential Functions:

1. Responsible for filing original petitions, pleadings, motions, etc. filed at the counter, by mail or through Texas On-Line Portal as E-Filings.
2. Responsible for notifying appropriate parties when initial deposit does not cover assessed court costs.
3. Issues citations, precepts, certificates, writs or other legal documents, and/or titles in accordance with Texas Rules of Civil and Criminal Procedures.
4. Obtains information for attorneys and general public relating to family and civil suits using the Civil Case Management System and the Records Management Imaging System.
5. Process mail by file marking, initialing the file mark and distributing to the proper courts and departments.
6. Assists child support section by filing out reporting form for Suit Affecting Parent-Child Relationship and Divorces.
7. Establishes and maintains effective working relationships with members of the legal profession and the general public.
8. Reinstates disposed cases with motions for new trial, modification, enforcement, et al.
9. Citation returns, original answers, etc.
10. Attend training seminars as needed.
11. Any other duties as directed by the District Clerk.

SECTION II – Job Requirements

To perform this job successfully, an individual must be able to perform each essential function duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

1. High School education or equivalent.
2. Two (2) years of college education is preferred and/or two (2) to four (4) years experience in civil or criminal fields including at least one (1) year in a District Clerk's Office, OR
3. Any equivalent combinations of experience and training which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Through the knowledge of the clerical procedures involved in processing, recording and preparing complex legal documents, instruments, records and reports related to the operation of both the court(s) to which assigned; knowledge of the Texas Rules of Civil and Criminal Procedure and other related regulations and codes; knowledge of courtroom procedures; knowledge of legal terminology; ability to type accurately and rapidly (preferring at a speed of 50 words per minute with few or no errors); ability to operate office machines; knowledge of computers, ability to make complex arithmetic computations rapidly and accurately; ability to communicate effectively both orally or in writing; ability to establish and maintain effective working relationships with justices, members of the legal professions, and the general public.

PHYSICAL DEMANDS:

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions and duties of this job. Reasonable accommodations may be made to enable individuals to perform the essential function and job duties.

While performing the duties of this job, the employee is required to stand, sit, and use his/her hands. The employee may be required to handle or feel objects, tools, or controls, and to talk and listen extensively. The employee is required to reach with hands, arms, climb or balance, stop or kneel.

The employee must occasionally lift and/or move up to thirty five (35) pounds. Specific vision abilities required by this job include close vision and the ability to focus and read standard font characters.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

1. Sitting for extended periods of time.
2. Operating assigned equipment.

Maintain mental capacity which permits:

1. Making sound decisions and using good judgment.
2. Demonstrating intellectual capabilities.

Effectively handle a work environment and conditions which involve:

1. Working close with others.
2. Working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for:

1. Making observations.
2. Reading and writing.
3. Operating assigned equipment.
4. Communicating with others.

SECTION III – JOB DIMENSIONS

Contacts:

Employee utilizes tact when dealing with Elected/Appointed Officials, Division/Department Heads, county employees, attorneys, and the general public regarding departmental issues.

EXTERNAL CONTACTS:

General Public and/or other agencies.

INTERNAL CONTACTS:

Constant contact with subordinates, Department Heads and Elected/ Appointed Officials and frequent contact with the other County Employees. Communications is primarily face-to-face, via telephone or in writing.

RESPONSIBILITY:

Job has critical impact on the District Clerk’s Office operations. Constant communications with attorneys, county departments, district courts, and the general public is required.

DIFFICULTY:

Judgment is required to ensure accuracy of primary responsibilities. Initiative is constantly required to achieve work goals.

GUIDANCE:

Employees receive minimal direction to perform essential functions. Employee develops unique solutions for completing work assignments, working within bounds of common business practices of this office and County policy.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis. Bosque County is an equal opportunity employer.

Employee’s Signature

Date

Department Head Signature

Date