

JOB TITLE: COURT CLERK

DEPARTMENT: COUNTY JUDGE

REPORTS TO: COUNTY JUDGE

FLSA: NON-EXEMPT

POSITION SUMMARY: This position provides administrative duties and scheduling appointments for the County Judge and Commissioner's Court. The administrator must have the ability to work independently and is responsible for the office in the absence of the County Judge Administrator and County Judge.

ESSENTIAL JOB FUNCTIONS:

- Maintain and post agenda for Commissioner's Court meetings
- Greet public and answer telephone, serving as primary information center
- Schedule appointments for the County Judge, Commissioners, and Public Meetings
- Receive, Process and Maintain Septic Permits
- Receive and disburse mail to County Judge, Commissioners, Auditor, Treasurer, Annex, etc...

ADDITIONAL RESPONSIBILITIES:

- To perform any duty assigned by the County Judge within the scope of responsibility and skill required of the job
- Ability to cooperate, maintain calm demeanor in a hectic, fast paced office, and interact with co-workers and the public frequently
- Plan and execute Christmas Appreciation Luncheon and 9/11 Remembrance
- Regular attendance and timeliness is required

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- High school diploma or equivalent required
- Two years' experience in a related field; or an equivalent combination of education and related experience required
- Notary Public Certification

WORK ENVIRONMENT/CONDITIONS:

- Work is performed indoors, moderate noise level
- Must maintain professional business attire

SKILLS, KNOWLEDGE AND ABILITIES:

- Basic computer and typing skills
- Ability to apply common sense in performing tasks
- Ability to efficiently operate office equipment
- Proficient in both oral and written communications
- Must be dependable, detail oriented and fully understand confidentiality
- Ability to handle multiple tasks and make deadlines
- Ability to associate with all county departments in a professional manner

PHYSICAL REQUIREMENTS:

- Must be able to sit in stationary position at least 50% of the time
- Must be able to walk, stand and move about inside office and other departments
- Ability to bend, twist, stoop, kneel and reach to retrieve files, documents and distribute mail
- Ability to see, hear and use fine motor skills to operate a computer and various office equipment
- Must be able to talk and communicate with others and give accurate information

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.

Employee’s Signature

Date

Department Head Signature

Date