

Job Title: Chief Court Clerk

Reports To: Justice of the Peace Pct.2

Department: Justice of the Peace Pct. 2

FLSA: Non-Exempt

Summary: Performs a variety of administrative and clerical duties requiring independent judgment to enhance efficient courtroom operation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *Maintain Judge's calendar and prepares daily schedule. Schedules and confirms hearings, trials, etc. on the Judge's calendar and receives and schedules visitors. Arranges meetings as required.
- *Prepare dockets or calendars of cases to be called.
- *Record case dispositions, court orders, and arrangements made for payment of court fees.
- *Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, and payment of fines.
- *Prepare and issue orders of the court, including probation orders, release documentation, sentencing information, and summonses.
- *Prepare documents recording the outcomes of court proceedings.
- *Instruct parties about timing of court appearances.
- *Explain procedures or forms to parties in cases or to the general public.
- *Responsible for routine correspondence received by the court requiring information or responses to inquiries.
- *Collect court fees or fines, bad check payments and record amounts collected.
- *Prepare and mark all applicable court exhibits and evidence.
- *Examine legal documents submitted to courts for adherence to laws or court procedures.
- *Prepare courtrooms with paper, pens, and electronic equipment, and ensure that recording equipment is working.
- *Attend Jury trials, maintains juror list, calls roll of the venire, distributes and collects juror donation forms, writes juror employer excuses.
- *Prepares official Court dispositions.
- *Responsible for the creation of a variety of Court Orders including Warrants, Commitment Orders, Mental Health Orders, Protective Orders, and other Orders as directed by the Court.
- *Organizes and maintain files of records and correspondence of both routine and confidential nature.
- *Answers telephone calls, screens callers, takes messages, provides general information to the public, and makes appropriate referrals to other offices.
- *Answers questions from attorneys and general public.

- *Organizes and maintains court files: mark appropriate entries in files; file-stamps various documents; submits files for signature; ensures the smooth flow of files through the court system.
- *Processes all Inquest paperwork and completes online T.E.R. for Death Certificates and processes all amendments.
- *Processes all daily/monthly/quarterly financial reports. Maintains daily deposit slips. Prepares all OCA Reporting and DPS Disposition Reporting. Prepares all invoices and requests checks for invoices. Requests checks for all restitution collected.
- *Performs data entry on criminal citations and civil actions; files Driver License Suspension; prepares citation and judgment for Civil Cases; prepare hearings and dispositions; process payments for civil suits, criminal cases, and over the phone.
- *Prepares records for cases appealed to County Court at Law.
- *Responds to requests for information; provides technical information and support as authorized; provides assistance to the public within scope of authority; receives and sends information to and from agencies and jurisdictions; and maintains open records request.
- *Attend annual training to maintain knowledge of rules, procedures and legislative updates.
- *Keep inventory and order all office supplies.
- *Performs other duties as assigned within the scope of the department.

QUALIFICATIONS:

- *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- *Valid Texas driver's license

KNOWLEDGE, SKILL, AND/OR ABILITIES:

Education and/or Experience:

*Must be at least 18 years of age and have a High School Diploma. Requires knowledge of the operations of the criminal justice system and court procedures. Ability to assess and prioritize multiple tasks, projects and demands. Intermediate to proficiency level utilizing Microsoft Office applications including Excel; Word and Outlook, and the ability to operate other standard office equipment including telephones, calculators, copier, fax machine, scanner, etc. Prefer at least one year experience.

Language Skills:

*Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with the public and employees of the organization. Requires good knowledge of the English language and spelling.

Mathematical Skills:

*Ability to add, subtract, multiply and divide

Reasoning Ability:

*Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving concrete variables in standardized situations. Self-disciplined and self-motivated to work alone.

*Ability to deal effectively with attorneys, defendants, other judges and their court personnel, elected officials, law enforcement agencies, probation officers, Parks & Wildlife Officers, 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 the duties of this job, the employee is frequently required to sit at least 50% of the time; use hands to finger, handle, feel or hear. The employee must be able to talk and communicate with others and give accurate information. The employee is occasionally required to stand and walk. Must be able to bend, twist, stoop, kneel and reach to retrieve files and documents. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close and distance vision.

WORK ENVIRONMENT:

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Must be able to handle stress that comes along with disgruntled complainants, defendants and walk-ins from phone conversations, emails and public. Office environment-exposed to occasional change in temperature. Employee is occasionally exposed to extreme weather conditions while transporting mail or other documents to various locations and making bank deposits

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