

Job Description – Deputy Court Clerk - Justice of the Peace Court

Position Title: Deputy Court Clerk – Justice of the Peace Court
Job Family: Chief Clerk of Justice of the Peace Court
Reports to: JP
FLSA Type: Non-Exempt

General Summary:

Work involves overseeing court administrative operations. Work involves interpreting and applying policies and regulations and use of excellent organizational skills. May plan, assign, and/or supervise the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Plans and coordinates program activities
- Drafts judgments and mandates
- Prepares and forwards records for review by higher courts
- Oversees court administrative operations
- Compiles and answers all correspondence
- Sets dates for all pre-trial hearings
- Collects court fees and costs, records money received, disburses fees
- Verifies deposits, money transfers,
- Maintains official court minutes
- Files Transcripts, motions, brief, re-hearings
- Types citations for Judge's signature
- Code, price and enter citations and warrants in court system. Responsible for all warrant recalls in system.
- Maintains civil hearing with attorneys on misdemeanors
- Sets up civil hearings with attorney's on misdemeanors
- Sets up show cause hearings, pre-trial hearings, juvenile hearings
- Files monthly reports for state agencies
- Answer/Screen all calls
- Open all mail
- May plan, assign, and/or supervise the work of others
- Performs related work as assigned

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

March 2018

General Qualification Guidelines:

Experience and Education

Experience in administrative support or legal work. Graduation from High School
Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

- Knowledge of accounting principles and practices
- Knowledge of the Texas Court System and the rules of Civil and Appellate procedure
- Skill in the operation of office equipment and maintenance of computer equipment
- Ability to perform accounting operations; to prepare reports; to analyze, process and dispose of legal documents; to communicate effectively; to evaluate and administer programs; and to plan, assign, and/or supervise the work of others

Registration, Certification or Licensure

- Must be bondable
-

Physical Demand Code

- 100% Time Spent on S – Sedentary
 - C – Continual
 - 1,2,3,7,8,9,13,14,17,18,19
-

PHYSICAL DEMANDS (overall strength)

Coordinating activities between Judge's desk

For most tasks; typing operating the computer, writing correspondence, data entry and sorting mail

Type data entry, to sort and distribute mail, to write letters

Type data entry, sort mail, write, operate computer, read memos and regulations

Opening filing cabinets, to reach files on top shelf, some exceeding 20 lbs.

To obtain files and paper from the floor, copier paper 50 lbs. files for disposal in boxes 50 – 75 lbs.

PHYSICAL DEMAND CODE

Standing/Walking

Sitting

Fine Dexterity

Vision

Reaching

Bending

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

March 2018

And files stacked in office 50 -75 lbs.

Computer paper 50lbs. copier paper
50 lbs.,
Telephone, communicating with
citizens referring them to other
offices

Lifting/Carrying

Hearing/Talking

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED:

PHYSICAL DEMAND

DESCRIPTION

JOB TITLE

Machines, Tools, Equipment, and Work Aides

Computer, printer, calculator, telephone, stapler and remover, typewriter, hole punch, letter opener, copier

Environmental Factors

None

Protective Equipment required

None

Non-Physical Demands

Ability to work courteously and professionally with the co-workers, supervisor, and the public and other departments as needed.

SKILLS

Reading: Correspondence regarding criminal and civil cases, weekly and monthly reports, letters, checks pertaining to hot check program

Writing: Letters, messages to Justice of Peace and Attorney, correspondence to outside agencies, etc., scheduling appointments between Justice of Peace, County Judge, Attorney,

Math: General math

Reasoning: Ability to follow instructions and use judgment to schedule work, and to prioritize tasks

Supervisory: None

Managerial: None

Interpersonal: Ability to work with public, resolves citizen complaints courteously and diplomatically, and possesses a good customer service attitude.

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

March 2018

NOTE: This job description covers the general nature and level of work being performed by employees holding this position.. This is not intended to be a comprehensive listing of all duties and responsibilities required.

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

March 2018