

**Job Description: CHIEF DEPUTY
CIVIL, JUVENILE, & PROBATE (COUNTY CLERK)**

CLASS NO. 703

EEOC CATEGORY: Office and Clerical

PAY GROUP: 15

FLSA: Nonexempt

SUMMARY OF POSITION

Performs, administers and maintains a variety of activities relating to civil, juvenile, and probate courts. Coordinates hearings for alcoholic beverage permits. Provides accurate typing, data entry, and/or clerical support functions, and related activities for the County Clerk's office in maintaining permanent records in accordance with departmental procedures and statutory regulations. Performs and assists in a variety of training, and related activities for County, State, Federal and other applicable elections held by the County.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Clerk; may receive direction from Chief Deputy Clerk.
2. Directs: Instructs Deputy Clerks II and Clerks I in procedures and office policy when applicable.
3. Other: Has contact with departmental employees, other county departments, attorneys, court officials, local, state, and/or federal agencies, and the general public.

EXAMPLES OF WORK

Essential Duties*

Receives, examines, records, files, indexes, and collects fees for probate, Non Compos Mentis, guardianship, small estates, and civil actions for permanent records;

Processes applications for probate of wills, granting of administration or guardianship, orders, judgments, and decrees;

Processes applications for beer and wine licenses in accordance with applicable regulations;

Coordinates beer and wine application hearings with county judge's office and Texas Alcoholic Beverage Commission;

Receives and files petitions alleging delinquent conduct of a juvenile;

Prepares and updates files and dockets for juvenile court cases; Prepares and certifies transcripts of files when a juvenile case is transferred to another county;

Attends, fingerprints, and records juvenile court proceedings, and documents pertinent information;

CLASS NO. 703 (Continued)

*For the purpose of compliance with the Americans with Disabilities Act (ADA).

This job description does not take into account potential reasonable accommodations.

Updated and Approved CC 8/28/2012

Chambers County

Maintains confidentiality of juvenile records

Enters civil, juvenile, probate, and temporary mental health hearing information into the computer and prints dockets; Prepares and mails hearing notification information to attorneys, defendants, governmental agencies, facilities and patients; Assists in court by fingerprinting, swearing in and taping juvenile hearings and calling the docket, Maintains and file-marks motions and orders, and swears in witnesses; Prepares necessary paperwork for appeals and transfers of venue cases;

Prepares correspondence, reports, receipts, schedules, dockets, jury lists, minutes, requisitions, notices, data and other documents and materials;

Prepares and submits required Texas judicial county court report monthly;

Maintains current knowledge of statutes, rules, and regulations relating to specific department responsibilities;

Assists with training co-workers in all functional areas of Chief Deputy Civil, Juvenile and Probate Clerk;

Coordinates training for election staff, precinct judges and poll workers;

Records instruments submitted to the County Clerk's office on a daily basis, including examining, scanning, proofreading, filing, and mailing instruments;

Receives payments, posts funds, and issues receipts for beer and wine licenses, weight permits, certificates, services, etc.;

Provides assistance to the general public on the telephone and at the counter in the County Clerk's office, including providing information, filing instruments, issuing licenses, recording brands, providing certified copies, collecting and receipting fees, searching for records, etc.;

Obtains information from the public to be used in completing various forms and applications, including birth, death, assumed name, and marriage certificates;

Registers, files, indexes, and collects fees for wills to be registered for safekeeping;

Issues certified copies of county documents including birth and death certificates, military discharge records, etc;

Verifies accuracy and correct executions of legal instruments prior to mailing;

Posts notices of foreclosures and meeting notices for various taxing jurisdictions;

CLASS NO. 703 (Continued)

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Provides information to the public about the policies and procedures of the departments, division, or section;

Performs and oversees the performance of general clerical duties as required, including filing, imaging, indexing and recording information, making copies, and sorting and distributing mail;

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: most aspects of the County Clerk's office; current business practices and procedures; and case management records and procedures.

Skill/Ability to: operate a computer using County approved word processing, data inquiry, and/or spreadsheet software packages; type accurately at a speed of at least 50 words per minute; operate a calculator by touch; correctly utilize business English, spelling; punctuation, arithmetic, and office practices and procedures; understand and carry out oral and written instructions; knows common legal terminology; establish and maintain effective working relationships with other county employees, officials, and the general public; make sound decisions under stress, and work well with interruptions.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least four years of responsible clerical work related experience, preferably as a paralegal with a governmental entity in or working with the legal system.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Must be bondable.

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