

Job Description: CHIEF DEPUTY CRIMINAL CLERK
(COUNTY CLERK)

CLASS NO: 704

EEOC CATEGORY: Office and Clerical

PAY GROUP: 15

FLSA: Nonexempt

SUMMARY OF POSITION

Perform, administer, and maintain a variety of activities relating to the County Criminal Court Systems. Coordinate with other governmental entities to issue warrants, set up dockets, and prepare jury trials.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Clerk; may receive direction from Chief Deputy Clerk;
2. Directs: Instruct 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;

EXAMPLE OF WORK

Essential Duties*

Receive, examine, index, and docket criminal cases from County Attorney and appeals from the Justice of the Peace Courts;

Attend all criminal case proceedings and record and index minutes for permanent records which include the following dockets: regular docket call, motion to revoke probation, summons, and trial dockets;

Collect, compile, and submit required monthly statistical data report to the Office of Court Administration (OCA);

Prepare each criminal case for submission to Criminal Justice Information Services (CJIS) upon disposition of case and any changes thereafter;

Prepare criminal case transcripts for appeals;

Receive and process all cash bonds and maintain them in the court registry until case is disposed;

Issue warrants for: bond forfeiture, affidavit of surety to surrender, and motion to revoke;

Prepare for jury trials, issue summons, and attend the trials;

Receive and process criminal search requests for multiple levels of governmental agencies;

CLASS NO. 704 (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

Other Duties*

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

Register, file, index, and collect fees for wills to be registered for safekeeping;

Prepare, issue, file, and index marriage licenses;

Process applications and collect fees for livestock brands;

Issue certified copies of county clerk documents.

Post notice of foreclosures and meeting notices for various taxing jurisdictions;

Provide information to the public about the policies and procedures of the department, division, or section;

Type correspondence, reports, receipts, dockets, minutes, statistical data, and other documents and materials, including use of computer with standard work processing, spreadsheet, and/or database software packages;

Perform a variety of functions as needed, including making copies, filing, imaging, indexing and recording information, and sorting and distributing mail;

Maintain accurate, up-to date, readily accessible permanent county file records;

Assist with training co-workers in all functional areas of Deputy County Clerk;

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;

Performs other related duties as may be assigned.

CLASS NO. 704 (Continued)

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: all aspects of the County Clerk's office

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.

Moderate to heavy lifting due to court records and equipment.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least four years of responsible clerical work related experience.

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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