

Job Description: DISTRICT CLERK

CLASS NO. 801

EEOC CATEGORY: Officials and Administrators

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

The District Clerk serves as clerical support for the County Court-At-Law and State District Courts. Specific statutory responsibilities include administrative, recordkeeping, finance, and related functions.

EXAMPLES OF WORK

Essential Duties*

In accordance with budget authorized by Commissioners Court, appoints staff necessary to carry out statutory functions;

Supervises activities of Chief Deputy and Deputy District Clerks;

Maintains files for acts and proceedings of District Court;

Prepares annual budget for District Clerk's office and submits for approval;

Reconstitutes jury wheels, participates in selecting names from jury wheel, certifies jury lists, and swears in jurors;

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

Impounds grand juries, receives indictments, and empanels Petit Juries;

Organizes, facilitates, and tracks criminal and civil case dockets;

Maintains records associated with court registry, including investment records;

Collects child support payments, notifies employers of wage garnishments, and makes required reports on child support payment disposition;

Issues and tracks citations, subpoenas, and writs associated with various criminal and civil cases;

Administers oaths and affirmations required of his/her official duties;

Serves as a member on local councils of government;

Maintains District Clerk's Office trust funds and bank accounts;

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

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

8/2012

CLASS NO. 801 (Continued)

Files and maintains paperwork associated with criminal and civil cases;

Processes requests for passports;

Maintains working relationships with several state boards and organizations, including, but not limited to, Department of Safety, Registrar of Voters, State Department of Human Services, Texas Judicial Council, Texas Industrial Accident Board, etc.;

Maintains and indexes a variety of administrative records;

Sets docket and notifies parties for judges;

Acts as the Court Administrator; and

Performs other duties as specified by law.

Other Important Duties*

May take the depositions of witnesses.

QUALIFICATION REQUIREMENTS

Must be a citizen of the United States, have lived in the State of Texas for a period of 12 months before the date of any primary, general, or special election, and have lived for six months before such election in Chambers County. Must be bonded.

TERM OF OFFICE

The District Clerk is elected to a four-year term.