

Job Description: CHIEF DEPUTY DISTRICT CLERK

CLASS NO. 802

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 17

FLSA: Exempt

SUMMARY OF POSITION

Perform a variety of clerical, bookkeeping, personnel, judicial, and related activities for the District Clerk's office in accordance with departmental procedures and statutory regulations. Manages, prioritizes, and plans duties at the discretion of the District Clerk.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Clerk.
2. Directs: Supervises Deputy District Clerks.
3. Other: Has contact with departmental employees, other county departments, local, state, and /or federal agencies, District Judges, attorneys, and the general public.

EXAMPLES OF WORK

Essential Duties*

Oversee the daily office activities of the Deputy District Clerks;

Participate with district clerk in interviewing, hiring, training, disciplining, evaluating and discharging staff as necessary;

Manage office staff, including resolving inner office issues and dispensing disciplinary action as necessary, reporting issues to the district clerk;

Responsible to ensure cross training of deputies and to research opportunities for continuing education, recommending deputies who need the training and tracking progress;

Track deputy clerk's times sheets, including calendaring sick/vacation leave to ensure the office has thorough coverage;

Interact and resolve problems arising with the general public and/or other county departments relating to specific department responsibilities;

Balance receipts, handles monthly reporting and quarterly auditing as overseen by the district clerk.

Balances the register and prepares bank deposits working with another deputy;

Registry of the Court – receipt in funds and audit accounts quarterly for compliance issues and account balances;

*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 1/12/2016

CLASS NO. 802 (Continued)

Prepare monthly office financial reports and state reports remitting the appropriate amount to the County Treasurer;

Pay jurors and grand jurors, balancing cash paid and report donation documents and amounts to the County Treasurer;

Maintain inventory and order office supplies as necessary;

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

Is available to the 344th District Court, 253rd District Court, Attorney General and Three Rivers Cluster Court to administer oaths, affirmations and call jury roles when the District Clerk is not available;

Provide clerical assistance to any court on both civil and criminal matters;

Pulls and prepares jury lists for all courts

Oversees the Collects program of criminal fines and court costs;

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

Maintain the accuracy and integrity of all files, digitized and hard copies, held in the District Clerk's office;

Other Important Duties*

May specialize in a primary area of clerical duties but should be fluent in all duties and functions of the office assisting in clerical/ministerial duties as required; and

Perform such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Current business practices and procedures; computer skills including but not limited to Microsoft Office and basic legal practices and procedures.

Skill/Ability to: Operate a computer using standard word processing, data inquiry, web browsing and spreadsheet software packages and type accurately; operate other standard equipment including copiers, printers, scanners, adding machines, laptops, cell phones and modern technology as needed; correctly utilize business English, spelling, punctuation, and math; understand and carry out oral and written instructions and learn assigned clerical task readily; become familiar with legal terminology; establish and maintain effective working relationships with other county employees, officials, and the general public; make sound decisions under stress, be able to multi task, have good communication skills, and be comfortable speaking in front of large crowds.

CLASS NO. 802 (Continued)

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduate or its equivalent (college degree in business administration, accounting management, legal training, or a related area preferred), plus at least four years of responsible clerical work experience, preferably with a governmental entity, including some supervisory experience.

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

CERTIFICATES AND LICENSES REQUIRED

None.

REQUIREMENTS

Must be bondable.