

**Job Description: DEPUTY CLERK DISTRICT CLERK
(OFFICE MANAGER)**

CLASS NO. 803

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 17

FLSA: Exempt

SUMMARY OF POSITION

Performs a variety of clerical, bookkeeping, personnel, and related activities for the District Clerk's office in accordance with departmental procedures and statutory regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy District Clerk (District Clerk when warranted).
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, taking disciplinary action if necessary under the Chief Deputies guidance;

Perform ministerial duties including signing documents, using the seal of the office, and file stamping documents;

Maintain and balance office financial books and trust funds;

Audit trust fund accounts quarterly for compliance issues and account balances;

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

Prepare bank deposits;

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

Prepare and monitor NISI case files and dockets, tracking NISI funds due;

Prepare tax suit cases, documentation and court costs;

Train deputies in areas of civil and criminal procedures;

*for the purpose of compliance with the American with Disabilities Act (ADA).
This job description does not take into account potential reasonable accommodations.
Updated and Approved 9/11/2012

CLASS NO. 803 (Continued)

Prepare semi-annual civil dismissal docket when needed;

Collect civil and criminal fines and court costs, and issue receipts, instruct other deputies in correcting receipts;

Set up new child support cases on the Attorney General's website, print histories and close cases out as needed;

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 necessary;

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

Maintain inventory and order office supplies as necessary, keeping track of PO's issued and monitor the supplies budget;

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

Insure the mail is picked up and dropped off as necessary;

Ensure E-filing is checked and processed in a timely fashion;

Train deputy clerks on the appeal process and monitor cases to ensure accuracy and timely responses;

Create and update forms and documents as needed;

Work with the Chief Deputy to monitor the progress of the Collection Program and assist the deputy clerk if needed;

Cross-train in functional areas of Chief Deputy District Clerk.

Other Important Duties*

May specialize in a primary area of clerical duties but should be familiar with duties of all other Deputy Clerks and assist 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.

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CLASS NO. 803 (Continued)

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, and have good communication skills,

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.

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