

Job Description: DEPUTY DISTRICT CLERK I

CLASS NO. 804

EEOC CATEGORY: Office and Clerical

PAY GROUP: 15

FLSA: Nonexempt

SUMMARY OF POSITION

Performs a variety of accurate, general clerical, bookkeeping, and judicial support for the District Clerk's office in accordance with department procedures and statutory regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy
2. Directs: This is a non-supervisory position.
3. Other: Has contact with District Attorney's, District Judges, other state and county offices, local law enforcement offices, and the general public.

EXAMPLES OF WORK

Essential Duties*

Interact with the general public in person, over the telephone, or through correspondence for resolution, questions or problems;

Receive and file indictments from the Grand Jury, open as a new case, and enter relevant information into computer for each case;

Issue all required service in criminal cases including capias;

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;

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

Able to pull and prepare jury lists for all courts when requested by the judge and pay jurors reporting for jury duty;

Able to set up, track and monitor the defendants paying fines and court costs through the Collection Program;

Prepare or update Bills of Cost in criminal cases;

Prepare and issue certified copies of various documents or records as requested;

File and digitize hard copies of all case types and related case documents;

Prepare and issue all notices required by statute in both civil and criminal cases;

*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. 804 (Continued)

Process background checks;

Collect civil and criminal fines and court costs, and issue receipts;

Prepare criminal and civil appeals;

Prepare and submit monthly case tracking reports to the state (CJIS and OCA);

Open, maintain and close civil cases;

Create and update forms and documents as needed;

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

Cross-train in functional areas of other Deputy District Clerks

Other Important Duties*

May specialize in a primary area of clerical duties but should be familiar with duties of 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 office clerical; 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.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduate or its equivalent (two year college degree in business administration, legal training, or a related area preferred), plus at least two years of responsible clerical work experience, preferably with a governmental entity in or working with a legal system.

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

CLASS NO 804 (Continued)

CERTIFICATES AND LICENSES REQUIRED

None

REQUIREMENTS

Must be bondable