

Job Description: COURT CLERK / TECHNICAL ASSISTANT
(JUSTICE OF THE PEACE)

CLASS NO. 903

EEOC CATEGORY: Office and Clerical

PAY GROUP: 15

FLSA: Nonexempt

SUMMARY OF POSITION

Perform, administer and maintain a variety of activities relating to the Justice of the Peace Court System. Coordinate with other governmental entities to set up dockets, prepare jury and bench trials, and issue warrants. Provide data entry and/or clerical support, and bookkeeping functions for the Justice Court. Other duties include coordinating cases and hearing schedules, receiving and docketing cases and complaints, preparing various legal reports and documents, making bank deposits, balancing and reconciling office accounts, receiving money and issuing receipts for fines and fees, and greeting the general public.

Additionally, assist Information Technology Committee by supporting any county departments with technical problems that may occur, including installs, upgrades and troubleshooting. Also, assist with management of the Chambers County Web Site.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: (a) Justice of the Peace and (b) Information Technology Committee
2. Directs: This is a non-supervisory position; however, may give direction to Deputy Clerk I (Justice of the Peace) if applicable in this precinct.
3. Other: Has contact with departmental employees, other county departments, local and state agencies, the general public.

EXAMPLES OF WORK

Essential Duties*

Coordinates interactions between the court and various agencies or individuals relating to criminal, civil, and small claims trials and administrative hearings;

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

Issue certified copies of court and inquest records;

*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 8/28/2012

CLASS NO. 903 (Continued)

Collect, compile and submit required monthly statistical data reports to the Office of Court Administration (OCA) and Texas Department of Public Safety;

Receives, enters into docket, and maintains files on incoming cases, complaints, and citations, including civil and criminal cases, hot checks, administrative hearings, traffic tickets, etc.;

Sets hearing and trial dates, sends notices of hearings, summons officers and jurors, and subpoena witnesses for trials.

Prepare and transfer cases to County or District Courts as necessary, and files appeals with the County Clerk's office;

Prepares and/or types complaints, correspondence, forms, reports, and various legal documents including judgments, citations, appeals, commitments, Miranda warnings, warrants, etc.;

Issues citations, warrants, writs, and other legal documents in civil and criminal cases as required, including evictions;

Answers telephone, directs calls, greets the public, and assists as necessary, including providing information concerning fines and filing fees, scheduling defensive driving classes, and establishing payment schedules for fines;

Receives money and issues receipts for payments of fines and fees, and makes bank deposits;

Maintains computer records of money received and prepares monthly reports for submission to County Auditor and County Treasurer, along with requests for payment;

Takes statements from witnesses and complainants, and takes notes at court proceedings;

Processes and records incoming mail and respond to correspondence accordingly;

Administers oaths; and

Serves as Notary Public.

Other Important Duties*

May receive telephone messages for County Constable as necessary; and

Performs such other related duties as may be assigned.

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CLASS NO. 903 (Continued)

Technical Assistant Duties*

Assist the Information Technology Committee as necessary;

Assist with management of Chambers County Web Site;

Assist in repairs of computer related problems;

Assist in installation of software and upgrades;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: county and state laws; courtroom procedures and associated clerical functions; and standard bookkeeping procedures.

Skill/Ability to: prepare accurate legal documents; maintain accurate criminal and civil case dockets; type accurately at a speed of at least 45 words per minute; operate computer using standard word processing software; operate other standard office equipment including copier and adding and fax machines; apply correct business English, spelling, punctuation, and arithmetic; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with co-workers, members of various law enforcement agencies, attorneys, county officials, and the general public; and maintain appropriate necessary certifications.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES AS TECHNICAL ASSISTANT

Knowledge of: Computers, Software, Workgroups, Servers

Skill/Ability to: Troubleshoot and repair computer related problems, maintain working relationships with Technical Team and other county employees.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent (college course work desired), plus at least three years of secretarial or clerical experience, preferably with a governmental entity.

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

ACCEPTABLE TRAINING AND EXPERIENCE AS TECHNICAL ASSISTANT

High School graduate, or its equivalent and at least one year of technical experience

CERTIFICATES AND LICENSES REQUIRED

Certification as Notary Public

CERTIFICATES AND LICENSES REQUIRED AS TECHNICAL ASSISTANT

Appropriate Texas Driver's License

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