

## **JOB DESCRIPTION: COURT CLERK - PART-TIME (JUSTICE OF THE PEACE)**

**CLASS NO.:**

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:**

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Assists Justice of the Peace by greeting the public, answering telephones, and handling a variety of clerical and bookkeeping functions in order to free the Justice of the Peace to attend to judicial responsibilities.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Justice of the Peace
2. Directs: This a non-supervisory position.
3. Other: Has regular contact with various state and local government agencies, constables' offices, attorneys, Sheriff's Department, other county departments, and the general public.

### **EXAMPLES OF WORK**

#### ***ESSENTIAL DUTIES\****

Maintains docket for criminal and civil trials, administrative hearings, juvenile docket, mental commitments, inquests and magistrations. Will coordinate interaction between court and various agencies or individuals;

Conducts initial screenings of and files all incoming cases or complaints including, but not limited to, civil and criminal cases, hot checks, and administrative hearings;

Types complaints, correspondence, forms, reports, and various legal documents;

Accepts criminal cases, on complaints and affidavits, entering same in docket book;

Answers telephones and greets visitors, responding to inquiries as appropriate;

Supplies information, when appropriate, regarding case status and dispositions, trial dates, court procedures and jurisdiction, and makes appropriate referrals;

Maintains up-to-date court files, docketing all motions, payments to court, appearances, judgments, defendants' statements, and appeals;

Prepares, records, and files inquests;

Maintains inquest docket book and record of bail book;

Processes and records all incoming mail, referring, writing receipts for, and responding to mail appropriately;

Maintains current knowledge of relevant legislation and regulations;

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

Maintains record of money received and prepares recapitulation reports for submittal to County Auditor and Commissioners Court; and

Prepares, expedites, and recalls when necessary, citations, warrants, summons, writs, and other legal documents.

*OTHER IMPORTANT DUTIES\**

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*KNOWLEDGE OF:* courtroom procedures and associated clerical functions.

*SKILL/ABILITY TO:* apply legal terminology; use independent judgment regarding release of confidential information; establish and maintain effective working relationships with other county employees, attorneys, judges, and the general public; demonstrate proficiency in both oral and written communication; remain calm and courteous in high stress situations with people who are upset; establish appropriate priorities; and work independently.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation plus one year of clerical experience;

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

CERTIFICATES AND LICENSES REQUIRED

Certification by Justice Court Training Center preferred.