

JOB DESCRIPTION

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|--------------------|--|---------------------------|
| JOB TITLE: | Jim Hogg County Court Clerk I, II | FSLA: Non-Exempt |
| DEPARTMENT: | Jim Hogg County Court | GRADE: Entry |
| REPORTS TO: | Jim Hogg County OPERATION LONE STAR | DATE: January 2022 |

SUMMARY OF JOB PURPOSE:

Performs a variety of specialized clerical, technical, and administrative duties to assist the court in the adjudication of criminal and civil matters.

Both classifications (Justice Court Clerk I, II) must be able to perform the essential functions below. The differences between classifications are the level of proficiency in the essential functions, the degree of supervision required when performing these functions, and the amount of lead direction provided to others.

Justice Court Clerk I: Entry-level class. The employee works under moderate supervision, performing the essential functions at an adequate level. The employee possesses a satisfactory understanding of court policies, practices, and procedures. The employee exercises some independent discretion within established parameters.

Justice Court Clerk II: Expert-level class. The employee works with minimal supervision and has mastered the knowledge and skills needed to perform the essential functions. The employee has a thorough knowledge and deep understanding of court policies, practices, and procedures. The employee performs the essential functions at an expert level and may act as a lead, trainer, or project manager.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures; explains processes and procedures.
- Processes civil filings ensures documentation submitted for filing is timely, complete, and in compliance with applicable laws and rules of procedure; ensures all applicable fees are submitted with filings; logs, organizes, and maintains filed documents in accordance with court procedures.
- Processes cases: completes judgment of conviction paperwork after defendants have been sentenced in court; prepares and clears warrants; creates payment plans; reschedules hearings according to situation; disperses paperwork and any other resources necessary to assist with completing court orders.

POSTED: 1/28/22
AT 4:30 P. M.
ZONIA G. MORALES
COUNTY AND DISTRICT CLERK
JIM HOGG COUNTY, TEXAS
BY Zonia Morales DEPUTY

JUSTICE COURT CLERK I/II

ESSENTIAL FUNCTIONS: (continued)

- Records minutes of all court proceedings for all civil, criminal, and extradition hearings; Creates and processes orders from all hearings; Maintains exhibits after court proceedings.
- Processes monthly civil, criminal, and extradition reports for the Administrative Office of the Courts for accurate documentation for statistical purposes; process and maintain reports and ensures all cases are current in the court case management system for accurate statistical reporting.
- Assists in the preparation of court orders and bench warrants; issues and processes orders and bench warrants; monitors court files for compliance with orders.
- Archives and maintains case files and documents; ensures all files are completed and documented accurately prior to archiving and destroying.
- Performs a variety of administrative support duties, including complex, technical, and specialized duties unique to the operation of the Court; performs such duties in accordance with applicable laws and court procedures.
- Contributes to the efficiency and effectiveness of the court's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents Jim Hogg County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

JUSTICE COURT CLERK I/II

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required.

Education and Experience:

| Series Classification | Minimum Education | Minimum Experience |
|---|-------------------------|--|
| Jim Hogg County and District Court Clerk I | High School diploma/GED | Two years of administrative support experience in a position requiring extensive court and public service. |
| Jim Hogg County and District Court Clerk II | Associates Degree | Five years of administrative experience in a court setting and public service equivalent to the position of Jim Hogg County Court Clerk I. |

OR an equivalent combination of education, training, and experience.

Required Knowledge and Skills:

Knowledge of:

- Policies, procedures, rules, and regulations related to the court.
- Legal and court terminology.
- **Use of specified computer applications involving the design and management of databases or spreadsheet files and development of special report formats.**
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Performing court administrative support duties.
- Organizing court activities and recording court proceedings accurately.
- Interpreting, applying an explaining applicable codes and regulations.
- Using applicable office terminology, forms, documents, and procedures in the court of the work.
- Maintaining accurate case and office records and files.
- Composing correspondence independently or from brief instructions.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Texas Driver's License.
- Must be able to pass a criminal background check.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to twenty pounds; vision to read printed materials and a computer screen, and hearing and speech to communication in person or over the telephone.