

Job Description: CLERK I

Class No. 1054
Position No. 450-8701-8707
Grade/Step: 4/1

Department: District Clerk
EEOC Category: Administrative Support
FLSA: Non-Exempt

SUMMARY OF POSITION

To serve the public, support the four District Courts and County Courts at Law (Family Law) in a timely and professional manner, keep accurate clerical bookkeeping records for the District Clerk in accordance with the departmental procedures, regulations, law and statutes pertaining to the office of the District Clerk.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the District Clerk, Chief Deputy or the assigned Supervisor. This is a non-supervisory position that has contact with the public, attorneys, other departments, Judges, court personnel and law enforcement officers/agencies. Has frequent contact with offices such as the Office of the Attorney General, TXCSES Website, Department of Public Safety, Secretary of State and Office of Court Administration of Texas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive new civil lawsuits and determine what type such as damage, damage motor vehicle, injury other than motor vehicle, workers' compensation, tax, condemnation, accounts, and notes, reciprocal, divorce or other family law.
- Receive and file any and all District Court documents.
- Open new file in computer and set up file folder.
- Prepare and issue such documents (ie: Citations, Subpoenas, writs, and notice to appears).
- Collect fees, fines and cost of litigation.
- Receive child support and court cost payments by mail, in person, check, cash, payroll deduction or electronic transfer and disburse same the same day received.
- Receive new criminal cases filed by indictment or information, determine what offense code applies, establish electronic and physical file, issue warrants and send report to law enforcement agencies.
- Prepares and mails responses to routine inquiries.
- Receives and sends faxes.
- Bills on bankcards with electronic draft capture machine.
- Receives and issues receipts for payments of attorney fees, warrants, certifications, bonds, fines, restitution, court costs, fees for passport applications, child support payments, and other payments made to the registry of the court.
- Creates and maintains computerized files and records.
- Accept passport applications (ie: take photos, process application and travel to other cities within the county for passport night)
- Attend various training classes in and out of county and overnight if needed.
- Friendly, accurate communication, either in person or by telephone, or email, to the public, the courts and all others in all manners.
- Receive and receipt trust account monies, enter receipts accurately into the computer.
- Receive and receipt civil and criminal payments.
- Attend and perform court duties in Courthouse, Justice Center, Justice of the Peace and Jail if needed.
- Compile boxes of files and move to different locations.
- Perform all other duties assigned which fall within the general scope and ability of the job.

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OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 25pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of business English, spelling, accounting, office procedures, departmental rules and regulations, skills to operate a computer efficiently; ability to understand and carry out oral and written instructions and to request clarification when needed; ability to maintain established records and files electronically and physically; ability to manage multiple priorities; ability to meet the public well and to deal effectively with their questions or problems and maintain composure with difficult people; ability to establish and maintain effective working relationship with co-workers and employees and officials in other departments; ability to work as a team; multi-task; self-starter; ability to communicate effectively orally and in writing and telephone skills, lifting up to 25 lbs.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from High School or a General Education Development (GED) certificate is required. Some college helpful but not required, Computer and office skills.

CERTIFICATES AND LICENSES REQUIRED

This employee must be bondable.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.