



CALDWELL COUNTY

Job Description

Job Title:	Deputy Clerk (Civil)	Salary:	\$40,000.00
Department:	District Clerk	FLSA Status:	Non-Exempt
Location:	1703 S Colorado St. Lockhart, Texas	Prepared by:	Human Resources Dept.

*Applications will be accepted until the position is filled.

*Please return job application to Caldwell County District Clerk

Summary

Provides a variety of general, clerical, and administrative support involving legal terms, pleadings, forms and procedures for the District Clerk's office in accordance with state law and departmental procedures and regulations. Professional attire is required. Each employee must maintain a high level of confidentiality and work with agencies to maintain or protect citizens.

1. Serves as the primary deputy for Filing, Tax, Other Tax Suits, and Foreclosures.
2. Works closely with both pro se litigants and attorneys and their staff for the filing of Tax, Other Tax Suits, Foreclosures, and Protective Orders.
3. Complete and timely file all Civil/Family Appeals.
4. Complete any and all mandated reporting for each type of case.
5. Track attorney information for OCA monthly reporting.
6. Assists other deputies with Civil/Family duties.
7. Responsible for any new duties mandated each Legislation and have the ability to adapt to changes as duties will increase as the laws change.
8. Assist walk-in customers at the front counter. This consist of new case filings, payments, customers requesting to research in archives, and guidance on all other matters.
9. Work with the general public, attorneys, other county employees daily by phone and in the office.
10. Work with attorneys, their staff, and pro-se litigants for case filings and suits and issuance .
11. Assess appropriate fees and enter payments; make entries into our CMS.
12. Manage court filings and payments through eFile Texas website.
13. Operate office machines such as computers, phones, copier, scanner, fax machine, calculators, make copies, file-mark documents, manage incoming and outgoing mail, set up case files.
14. Deputized to perform duties of office, and giving oath in criminal matters in lieu of notary.
15. Respond to any additional requests made by any of our 6 judges .
16. Perform any other duties as assigned.
17. Provide guidance to the general public without the practice of law.

Backup to ALL Civil/Family cases:

18. Serves as the backup deputy for all Civil/Family cases.
19. Works closely with both pro se litigants and attorneys and their staff for the filing.
20. Complete any and all mandated reporting for each type of case.
21. Track attorney information for OCA monthly reporting.
22. Assists other deputies with civil duties.
23. Responsible for any new duties mandated each legislature.

24. Work with the general public, attorneys, other county employees daily by phone and in the office.
25. Work with attorneys, their staff, and pro-se litigants for case filings and suits and issuance.
26. Assess appropriate fees and enter payments; make entries into our CMS.
27. Manage court filings and payments through eFile Texas website.
28. Operate office machines such as computers, phones, copier, scanner, fax machine, calculators, make copies, file-mark documents, manage incoming and outgoing mail, set up case files.
29. Deputized to perform duties of office, and giving oath in criminal matters in lieu of notary.

Education and/or experience:

High School Diploma is required. Office/Administrative experience required, preferably in the legal field.

Physical Requirements:

May be required to lift or move boxes and equipment up to 50 pounds. May be required to stand, bend, kneel, reach or squat occasionally for extended lengths of time.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.