



CALDWELL COUNTY *Job Description*

Job Title: **Deputy Clerk**

(AG, CPS, Adoptions, Other Family, Courtroom Clerk)

Salary: \$49,269.50**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 and the Caldwell County Justice Center, 1703 S. Colorado St., Lockhart TX 78644

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.

1. Serve as Courtroom Clerk for visiting Judges in District Court.
2. Serves as liaison between Attorney General's Office, the court, and parties in child support suits.
3. Processes orders of support, with holding orders, warrant issuance, returns, bonds
4. 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.
5. Work with the general public, attorneys, and other county employees daily by phone and in the office
6. Work with attorneys, their staff, and pro-se litigants for case filings and suits and issuance
7. Assess appropriate fees and enter payments; make entries into our CMS
8. Manage court filings and payments through eFile Texas website
9. 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
10. Deputized to perform duties of office, and giving oath in criminal matters in lieu of notary
11. Respond to any additional requests made by any of our 6 judges
12. Perform any other duties as assigned
13. Prepare and access monthly fees from the Attorney General

CPS Clerk

14. Serves as CPS Clerk
15. Process all dockets for court dates
16. 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.
17. Work with the general public, attorneys, and other county employees daily by phone and in the office
18. Work with attorneys, their staff, and pro-se litigants for case filings and suits and issuance
19. Assess appropriate fees and enter payments; make entries into our CMS
20. Manage court filings and payments through eFile Texas website
21. 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

22. Deputized to perform duties of office, and giving oath in criminal matters in lieu of notary
23. Respond to any additional requests made by any of our 6 judges
24. Perform any other duties as assigned

Backup to ALL Family/Civil cases:

25. Serves as the backup deputy for all civil cases
26. Works closely with both pro se litigants and attorneys and their staff for the filing
27. Complete any and all mandated reporting for each type of case
28. Track attorney information for OCA monthly reporting
29. Assists other deputies with civil duties
30. Responsible for any new duties mandated each legislature
31. Work with the general public, attorneys, other county employees daily by phone and in the office
32. Work with attorneys, their staff, and pro-se litigants for case filings and suits and issuance
33. Assess appropriate fees and enter payments; make entries into our CMS
34. Manage court filings and payments through eFile Texas website
35. 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
36. Deputized to perform duties of office, and giving oath in criminal matters in lieu of notary

Backup to Jury

37. Serves as the Jury Administrator – Coordinates with the Secretary of State's Office, Voter Registrar, and Case Management vendor regarding exemptions, disqualifications, and reconstitution of jury wheel. Issues jury summons for each felony jury week; runs multiple jury lists, processes questionnaires; involves daily interaction with the citizens of the county; assist the District Clerk with the jury panel day of trial

Education and/or experience

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

Add to:

Skills/ability/Knowledge: Each employee must maintain a high level of confidentiality and provide guidance to the general public without the practice of law. Ability to adapt to changes as duties will increase as the laws change