



CALDWELL COUNTY

Job Description

Job Title: Deputy Clerk

Salary Range: \$42,035.72

Department: Justice of the Peace, Pct. 4

FLSA Status: Non-Exempt

Location: 2990 FM 1185

Lockhart, TX 78644

*Applications will be accepted until the position is filled.

*Please return job application to Caldwell County Human Resources, 1st floor Caldwell County Courthouse, or you can email a PDF version to kristianna.aranda@co.caldwell.tx.us. Address: 110 S. Main Street, Lockhart, TX, 78644 & Phone: 512-359-4662

SUMMARY

Assist the Justice of the Peace and the Chief Clerk in the preparation and maintenance of documents relating to Justice Court, including but not limited to Criminal, Civil and Juvenile cases. Ensures all appropriate cases are set for hearings in a timely manner. Enforces office procedures as set forth by the Judge which will result in the efficient use of time and which will enhance the operation of the Court.

SUPERVISION RECEIVED

Works under the general supervision of the Justice of the Peace Judge and the Chief Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties of this position include, but are not limited to:

- Perform clerical and basic bookkeeping functions.
- Answer incoming phone calls in a prompt, polite, professional manner.
- Answer emails and return phone calls regarding case information in a timely manner.
- Process cases and complaints in a timely manner
- Ensure that all interested parties receive accurate and timely information.
- Produce and distribute correspondence, such as memos, letters, faxes, and forms.
- Maintain contact lists, develop and maintain a filing system, and organize documents and records.
- Prepare various reports and legal documents in a timely manner.
- Accept payments, issue receipts and answer inquiries from the public.
- General receptionist duties.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the director.

QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Microsoft office suite (i.e. email, word, excel), and data base programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work.

Ability to read and interpret legal documents such as plaintiff's original petitions, all types of motions, complaints, all types of legal requests and any legal documents being submitted by other government, state, or county offices.

EDUCATION and/or EXPERIENCE

High school diploma, GED or higher. Must have general knowledge of office procedures, thorough knowledge of civil and criminal procedures..

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence. Bilingual (English/Spanish) preferred but not required

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.