



DeWitt County Job Description

Position Title: Part-time, Justice of the Peace #1 Clerk

Department: Justice of the Peace #1

FLSA Classification: Non-Exempt

Position's Employee Type: Regular, Part-time Hour

Supervisor: Justice of the Peace #1

Position Summary:

This position enhances the Justice of the Peace's effectiveness by providing information management support; representing the Justice of the Peace to others and relieves the Justice of the Peace of administrative and technical detail. This position is filled by DeWitt County Justice of the Peace #1 and is a part-time position.

Essential Job Functions:

1. Accept all citations and complaints filed in the Court from DPS, DeWitt County Sheriff's Office and the Constable;
2. Answer phones and assists defendants with any questions regarding citation;
3. Receive and posts payments for court costs and fines;
4. Establishing and maintaining current case files for each case;
5. Preparing warrants and Capias Pro Fines upon the direction of the Judge.

Additional Job Duties:

- Prepare Judgement sheets for Judge's Signature;
- Keep the Judge apprised of any and all citations regarding traffic citations;
- Schedule trials, hearings and resets;
- Schedule Courtroom, bailiff/constable and notify proper officers of settings;
- Any other duty as assigned by the supervisor within the scope of the department.

Minimum Requirements:

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

Required Skills: Operate office machines such as computers, copiers, scanners, fax machines and calculators. Ability to multi-task; accurately maintain and update files; be able to work under pressure with numerous interruptions.

Physical Requirements & Working Conditions:

This position is at the Justice of the Peace #1's Office. It involves frequent contact with the public. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach. Specific vision required by this job includes both up close and distance vision. The employee is required to be able to stand or sit for long periods of time. The employee must be able to lift up to 15 pounds regularly. The noise level in the office is usually quiet, but varies. Position requires business attire be worn to work daily. Some exceptions may apply.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. 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 other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Signature

Date

Printed Name

Supervisor Signature

Date

Printed Name