

DE WITT COUNTY DISTRICT CLERK DEPUTY JOB DESCRIPTION

SUMMARY

This position requires a thorough knowledge of clerical, court proceedings, civil, criminal, family law and tax instruments filed in this office. Assist the District Clerk in many duties performed by the District Clerk.

- 1.** Must have knowledge of all instruments and duties required to be performed in any case filed in the District Clerk's office. There are Civil, Criminal, Tax and Family Law Cases filed in this office.
- 2.** Responsible for filing District Court cases and documents filed at the counter and through the mail and efiled.
- 3.** Responsible for calculating and collecting of court cost. Must balance cash drawer daily.
- 4.** Enter information into computer pertaining to litigants, attorneys pleading and fees.
- 5.** Issue citations, precepts, subpoenas, capias, writs, settings or other legal documents.
- 6.** Locate information as requested relating to cases filed in the office.
- 7.** Act as receptionist; answer phones and provide service to customer in the office and on the phone. Responds to telephone and in office inquires from Judges, attorneys and other interested parties regarding procedures, dates of filing of certain instruments and other information related to pending and disposed cases.
- 8.** Make copies of records as requested and charge parties accordingly.
- 9.** Files motions to reactive case, again entering all necessary information in the computer.
- 10.** Files information in established files and retrieves files upon request.

- 11.** Processes Protective Orders immediately. Issues service, send copies of Temporary Ex Parte Orders and Final Protective Orders to applicant, respondent, attorneys, police and sheriff's office. Also, if necessary to schools, employers and day care facilities if necessary.
- 12.** File new Indictments, enter into the computer and process all paper work required and issue the necessary instruments.
- 13.** Establishes and maintains effective working relationships with members of the legal profession and the general public.
- 14.** Prepare dockets for court proceedings.
- 15.** Maintain constant availability and assist in courtroom proceedings as needed.
- 16.** Assist in Petit and Grand Jury selection.
- 17.** Deliver by mail, email or in person various legal documents to the Judge for approval and signature.
- 18.** Make entries of the court's actions.
- 19.** Process minutes of the Court.
- 20.** Submit monthly reports to the Office of Court Administration and to the County.
- 21.** Responsible for reporting dispositions to the Texas Department of Public Safety on criminal cases.
- 22.** Process mail, e-filing and other instruments filed.
- 23.** Prepare and mail Clerk's Records to the Court of Appeals and the Criminal Court of Appeals.
- 24.** Maintain inventory of and assist in the purchasing of office supplies.
- 25.** Maintain the county's furniture inventory.
- 26.** Daily deposits and phone duty.

27. Perform other duties as may be assigned by the District Clerk.
28. Respond and perform duties requested by District Judges and other county offices.

NOTE: In the absence or unavailability of the District Clerk, you are to report to the Chief Deputy. The Chief Deputy is responsible for delegating assignments and reporting to the District Clerk all activity throughout the office. You as a deputy are also responsible for reporting to the District Clerk any particular issues in any given case.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be preformed. 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 assigned by the District Clerk.

MANDATORY QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

High School diploma or GED. Typing, computer and general office skills.
Experience in the clerical field and customer service.

QUALIFICATIONS

KNOWLEDGE OF:

Forms, files and legal documents
Writing business letters and basic report preparation.
Speak English language, spelling and grammar.
Basic mathematical principles.
Modern office procedures, methods and computer equipment.
Data Entry skills.

ABILITY TO:

Maintain accurate records.

Work independently in the absence of supervision.

Apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Ability to function well under pressure and be congenial with the public.

PHYSICAL DEMANDS:

This is a sedentary position. The 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 stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and /or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I the undersigned have received a copy of the DeWitt County District Clerk Deputy Job Description. I have read, understand and agree to perform the said duties.

Employee signature

Printed Name

Date

District Clerk