



JOB DESCRIPTION - DEPUTY DISTRICT CLERK

Department – District Clerk

FLSA: Non-Exempt

Type: Full Time Regular

POSITION SUMMARY

This position reports to the District Clerk. The District Clerk's office is high-functioning and delivers an efficient output to several local, state and federal entities. The office completes a vast array of duties that helps expedite court proceedings. The Deputy District Clerk position is a demanding, but rewarding career that has an important place in the inter-workings of the Judicial System. This position is a regular full-time position.

ESSENTIAL RESPONSIBILITIES

- Maintain Case Management through daily in-take via in-person, phone, fax or other electronic means. Litigation proceedings including, but not limited to, divorce, family or other civil filings like adoptions, condemnation, foreclosure, delinquent taxes, Attorney General/child support.
- Answer questions from public/customers via in-person, phone, fax or other electronic means.
- Complete and submit monthly and other periodic reports and appeals.
- Maintain jury information from County residents.
- Balance daily till as well as deposits.
- Process U.S. Passport Applications.
- Follow all statutory or court ordered directives as well as office policy and protocol.

ADDITIONAL RESPONSIBILITIES

Any other duties as assigned or required within the scope of the department.

WORKING CONDITIONS

This position is inside the county offices in a normal office environment. It has frequent contact with the public. The noise level in this office varies, but is usually moderately quiet. Standard ventilation and lighting conditions.

EDUCATION

- High School Diploma or equivalent; two years' experience in a related field.
- Bachelor or Associate Degree in Criminal Justice, Sociology or related field preferred, but not required.

EXPERIENCE

Experience in the legal field or justice system, preferably to include data entry, working knowledge of various computer software programs is helpful and the understanding of the court system and legal documents. Must be able to perform duties under high stress, at times dealing with difficult individuals. Must have good organizational skills and work well without close supervision.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of the organization and operations of the county and district courts
- Broad general knowledge of Texas civil, mental and criminal laws, court systems and governmental agency functions.
- Skill in operating computers and other common office machines.
- Ability to perform accurate, detailed work with permanent records, maintaining neat, well-organized records while dealing with numerous interruptions.



- Basic mathematic ability.
- Ability to work quickly and accurately.
- Ability to communicate effectively both orally and in writing.
- Ability to assess, refer, advise and communicate assertively with a variety of individuals, such as criminal defendants, legal professionals, law enforcement agents, governmental officials and the general public.
- Ability to establish and maintain effective working relationships with judges, county officials and employees, and attorneys.
- Ability to exercise discretion in handling sensitive legal and confidential business matters.
- Ability to work with little or no supervision.
- Ability to report to work timely and as scheduled.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

SPECIAL CONDITIONS

Employee must maintain a valid Texas Driver's License and valid Texas Automobile insurance. Position requires occasional overtime, when necessary. Position requires professional business attire to be worn to work daily.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Navarro County for the position of Deputy District Clerk and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description. I further understand my position is an FLSA non-exempt regular full-time position.

Employee's Signature

Date

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Navarro County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, pregnancy, marital status, veteran status, disability (physical or mental), medical condition or any other condition or status protected by law.