



## **JOB DESCRIPTION – COURT CLERK**

Department: Justice of the Peace

FLSA: Non-Exempt

Type: Full Time Regular

### **POSITION SUMMARY:**

This position provides legal, clerical, and administrative support to the court. This position reports to the Justice of the Peace. The Clerk prepares and submits a wide variety of legal filings, documents and reports. This position requires a high level of trust, accountability, and the ability to maintain confidential information.

### **ESSENTIAL RESPONSIBILITIES:**

Maintains docket for criminal and civil trials, administrative hearing, juvenile docket, mental commitments, inquest, and Magistrations. Will coordinate interaction between court and various agencies or individuals;

Conducts initial screenings of and files all incoming cases or complaints including, but not limited to, civil and criminal cases, hot checks, and administrative hearings;

Types correspondence, forms, reports, and various legal documents;

Process traffic and criminal cases, completes judgments, prepares and clears warrants, creates payment plans, reschedules hearings according to situations.

Processes notices and clearances to the Department of Motor Vehicle and complies with DMV regulations.

Supplies information when appropriate; regarding case status and dispositions, trial dates, court procedures and jurisdiction, and makes appropriate referrals.

Maintain up-to-date court files, docketing all motions, payments to court, appearances, judgments, defendants' statements and appeals;

Prepares, records, and files inquest;

Processes and records all incoming mail, responding to mail appropriately;

Maintains current knowledge of relevant legislation and regulations;

Accepts money and issues receipts for payments of fine and fees and makes deposits.

Maintains record of money received and prepares recapitulation reports for submittal to County Auditor and Commissioner's Court; and



Prepares, expedites, and recalls when necessary; citations, warrants, summons, writs, and other legal documents.

**WORKING CONDITIONS:**

This position is inside the county justice center in a normal office environment. There is occasional travel to locations within the county in all types of weather conditions. The noise level in this office varies, but is usually moderately quiet. This office has regular contact with various state and local government agencies; constables, attorneys, Sheriff's Department, other county departments, and the general public.

**EDUCATION:**

REQUIRED - High School Diploma/GED

**EXPERIENCE/SKILLS:**

- Bi-lingual preferred, but not required.
- Must be able to multi-task.
- Ability to maintain confidentiality and comply with HIPAA and all other compliance standards per county policy.
- Requires ability to work independently.
- Requires knowledge of principles and processes for providing customer service.
- Requires knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription. Requires ability to use Microsoft Word and Excel.
- Demonstrate proficiency in both oral and written communication.
- Ability to remain calm and courteous in high stress situations with people who are upset.
- Ability to perform basic math.
- Establish and maintain effective working relationships with other county employees, attorneys, judges, and the general public.

**PHYSICAL REQUIREMENTS:**

The employee is required 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:**

Position requires business casual attire to be work to work daily.



## EMPLOYEE ACKNOWLEDGEMENT

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Navarro County for the position of Justice of the Peace Court 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 a 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.