

DISTRICT & COUNTY CLERK

Brief summary of Position

- Serves as clerk and custodian of records for the Commissioners Court, Constitutional County Court, and Probate Courts.
- Acts as a recorder and custodian of important public records, including all bonds, deeds, birth and death certificates, assumed names, and livestock brands, ensuring that records are maintained securely and archivally.
- Issues marriage licenses.
- Serves as chief elections officer for the county
- Serves as clerk and custodian of all records for the District Courts
- Indexes and secures all court records, collects filing fees, and handles funds held in litigation and money awarded to minors.
- Coordinates the jury panel selection process.
- Serves as the liaison between jurors, the courts, and employers
- Manages court registry funds.
- Maintains accurate reporting of all cases for the District & County Court.
- Gather data and prepare reports for various state and local agencies.
- Maintains docket scheduling for courts.
- Maintains confidential files accurately and securely
- Conducts audits of the office on various procedures
- Corresponds with the public, attorneys' offices, judges, and other state agencies
- Oversees the daily operations of the office and the staff
- Works in collaboration with other offices in the courthouse
- Attends conferences for continuing education
- Trains staff on updates and changes due to legislative updates
- Collects and disburses court costs, fines, and other fees of office