

EASTLAND COUNTY

JOB DESCRIPTION

Position Title: Court Clerk Department: Justice Court

Reports To: Justices of the Peace Salary Range: \$14.00-\$14.56

Non-Exempt Part Time Position

Position Summary: Administrative position responsible for assisting Justices of the Peace and Court Coordinator in fulfilling their duties. This position is primarily clerical in nature.

Essential Job Functions (listing most important first):

1. Answer telephone greet and direct office visitors
 2. Receipt payments and balance daily collections
 3. File Court Documents for setting hearings
 4. Prepare reports on criminal activity
 5. Maintain office records according to Texas law and Office of Court Administration requirements
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ADDITIONAL JOB DUTIES: Assist with Court Scheduling. Utilize programs such as Microsoft Office Word and Excel and various County Government programs. Use and maintain basic office equipment such as computer, copier, printer, calculator, telephone and scanner.

EDUCATION: High school diploma, or equivalent, is required.

EXPERIENCE: Two years office experience is preferred

REQUIRED SKILLS Excellent writing and oral communication skills

PREFERRED SKILLS: Ability to work in a professional manner with a variety of County officials, law enforcement agencies, employees and the public

PHYSICAL REQUIREMENTS Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel and reach while performing office duties. Must be able to lift or move up to fifty pounds. Also requires the ability to type on computer keyboards, press calculator keys and dial telephones.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.
