The Brown County District Clerk’s office is seeking to hire a Deputy Clerk, in the Criminal Division, to add to its team! An ideal team member should have prior experience working for county government or have knowledge of criminal processes but it is not necessary.

Our new team members should possess professionalism (in appearance and personality), be hardworking, self-motivated, reliable and loyal to our team. We are looking for someone who offers friendly, courteous public service. The position is fast-paced and includes assisting judges in court, multi-tasking, filing, data entry, and a willingness to adapt to change.

If you think you would be a good candidate, please apply in the District Clerk’s office on the second floor of the Brown County Courthouse, 200 South Broadway, Brownwood, Texas.

Job Description:

**Job Title: Deputy Clerk**

**Department: District Clerk**

**Starting Salary: $33,000 annual**

**Job summary: perform administrative duties as it relates to the office of the District Clerk**

**Job status: Full time**

**All applicants must include current contact information**

**BROWN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**JOB EXPECTATIONS; PRIMARY, BUT NOT LIMITED TO**:

YOU ARE EXPECTED TO BE ON TIME!!!!! Work starts at 8:00 a.m.

YOU ARE EXPECTED TO BE AT WORK EVERY DAY!!!! Monday-Friday 8:00 a.m.-5:00 p.m.

YOU ARE EXPECTED TO TAKE LUNCH EVERY DAY!!!!!

**Job Duties:**

Issuing capias’, subpoenas, bench warrants

Preparing indictments, judgments, writs of habeas corpus, appeals

Assisting in petit and grand jury process and selection

Filing paperwork in criminal cases on a daily basis

Scanning orders, bonds magistrate warnings, and waivers

Docket and computer entries on all cases heard in District Court

Distributing copies to parties in criminal cases

Attending and assisting Judge by recording District Court proceedings

Answering telephones (we take turns no one person should answer all of the time)

Moving files from 2nd floor to basement

Scanning old files and boxing shredding of files that have met retention, records management

Electronic filing (E-filing)

Not skipping over e-files, you MUST accept the next e-file in the que

Attending zoom hearings

Checking emails for setting notices and importing them into Case Management System (CMS)

Organizing file rooms in basement

Moving and organizing files

Waiting on the front desk (taking turns)

Taking turns going into court, being a team player

Taking notes and referring to your notes instead of asking the same questions over and over

**Agencies that clerks will work closely with:**

* DPS
* Court of Appeals
* CJIS
* Parole Office
* Law Enforcement Agencies
* Bondsmen
* Attorneys
* Inmates
* All offices within the courthouse

**Requirements needed**:

Data Entry

Basic computer skills

Professional office experience

Ability to work in a fast paced, heavy volume environment

Minimum education: High school diploma or GED; some college preferred but not required

Must be friendly, courteous and professional on the phone or in person towards co-workers, the public, other staff within the courthouse, and any other individual or agency conducting business in the District Clerk’s office.

Must be able to multitask efficiently

**Physical demands**: Majority of work will be done in a general office setting, with occasional walking, lifting, walking, taking stairs, pulling, kneeling, and stooping. Must be able to lift 50 pounds or less.