

# Hill County, TX

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Court Clerk Trainee

**Department:** Justice of the Peace Precinct 1

**Pay Grade:** 100

**FLSA Status:** Non-Exempt

### JOB SUMMARY

Court Clerk Trainees are required to exhibit a positive and effective attitude, adept communication skills with the public and colleagues, and the ability to handle stressful situations courteously. Each Court Clerk Trainee is responsible for learning their job duties by closely working with the Judge or other court staff. Court Clerk Trainees are expected to assist individuals accessing the court as needed in this public service-oriented office. Moreover, each Court Clerk Trainee is expected to assist with any other job-related tasks as directed by their direct supervisor or the Judge.

### ESSENTIAL JOB FUNCTIONS

- Collaborate closely with court staff and the Judge to observe and gain a comprehensive understanding of job responsibilities.
- Assist with monetary transactions, including handling payments and basic bookkeeping, while learning financial and banking procedures.
- Develop communication skills by interacting with the public, attorneys, and staff to answer questions, provide information, and help resolve basic concerns.
- Support phone operations by answering calls, transferring them appropriately, and recording accurate messages.
- Learn to organize and maintain office records by assisting with compiling, copying, sorting, and filing documents.
- Gain experience using standard office equipment such as computers, phones, copiers, scanners, fax machines, calculators, and postage machines.
- Assist with data entry and review tasks, including calculating figures, recording information, and proofreading basic documents.
- Help manage filing, inventory, mailing, and database systems, both manually and using computer software.

- Support payment processing and learn how to ensure all received funds are accurately tracked and documented according to court protocols.
- Participate in mail-handling duties such as opening, sorting, and routing mail, responding to correspondence, and preparing outgoing mail.
- Assist in preparing various official documents, such as forms, letters, memos, billing statements, and reports.
- Help review files and records to gather information needed to respond to requests from the public, court personnel, and legal professionals.
- Learn how to prepare supply requisitions, maintain statistical records, and assist with generating periodic reports.
- Participate in training sessions and continuing education programs to build professional skills and knowledge.
- Handle incoming calls professionally, take messages, and forward them to the correct parties as needed.
- Assist with errands and tasks outside the office, including trips to the bank, post office, courthouse annexes, or other locations.
- Learn to accurately input and verify data using computer systems and online platforms.
- Support media duplication tasks, including copying DVDs or flash drives when requested.
- Perform additional tasks and responsibilities as assigned to support office and courtroom operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

- High School diploma or equivalent required.
- Valid Texas Driver's License.

#### **Special Qualifications:**

- Bilingual is not required but helpful.
- Employees are required to sign a confidentiality statement as this office handles record that are not open to the public. Any violation of this will result in disciplinary action up to and including termination of employment.
- Must be willing to submit to a criminal background check.
- Must meet eligibility requirements for bonding.

#### **Knowledge, Skills, and Abilities:**

- Demonstrates a willingness to learn how to exercise sound judgment and respond quickly, effectively, and responsibly in various situations.
- Learns and follows all court policies, rules, and procedures with attention to detail and consistency.
- Develops the ability to prepare clear, accurate, and thorough reports under supervision.
- Builds and maintains positive and cooperative working relationships with coworkers, court personnel, and the public as part of a team-oriented environment.
- Maintains a professional and positive attitude while being open to feedback and guidance.
- Gains proficiency in using standard office equipment, such as copiers and multi-line telephone systems, through hands-on experience.
- Understands the importance of confidentiality and strives to uphold high ethical standards while learning court procedures and responsibilities.

### **PHYSICAL DEMAND**

The physical demands of the position are considered medium, requiring the ability to lift up to 40 pounds occasionally and to frequently lift or carry objects weighing up to 25 pounds. In addition, the following physical abilities are necessary:

- Must be able to lift books (approximately and up to 22 lbs.).
- Must be able to lift back and forth, move about the room and be able to sit for prolonged periods of time and hear what is going on around them.
- Must be able to handle stressful situations and maintain a professional demeanor and attitude.
- Require to occasionally work overtime - may include weekends and evenings.
- Must have high levels of eye, hand, and foot coordination to multi-task effectively at the fast pace required.
- Require the ability to see, hear, and speak. This position requires color, depth, and texture perception.
- Require dressing in professional business attire at work daily.

### **WORK ENVIRONMENT**

Work is primarily performed in an office setting with minimal tasks taking place outdoors.

- Occasional interaction with members of the public who may be emotionally distressed or confrontational.
- May be exposed to odors and fragrances from the public.
- Must be able to deal with crisis situations and make proper decisions to resolve the situation as it affects people, resources, and property.

***Hill County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

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Date

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Supervisor Signature

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Date