



## **DUTIES FOR PART-TIME CLERK**

### ***Specific Duties:***

Accept all citations and complaints filed in the court from DPS, DeWitt County Sheriff's Office and the Constable.

Enter and import all citations and complaints filed with the court, into the computer for processing and ensuring that each case is assigned a number sequentially.

Establishing and maintaining current case files for each case.

Annotating in the computer and in the case filed any correspondence or action that occurs while processing the case on a daily basis.

Senate Bill 1913 requires the court to schedule Show Cause Hearings and Appearance Hearings once an individual fails to contact the court on or before their first appearance hearing and allow them a new court date and if the new court date does not suite the defendant they have the right to request a new court date. Must then reset new court appearance hearing for defendant to enter a plea.

Prepare Class C Warrants and Capias Pro Fines upon the direction of the Judge and keep these records filed with all Class C Warrants and Capias Pro Fine files.

Recall Warrants and Capias Pro Fines from Dispatch when no longer valid or at the direction of the Justice and duly annotate this action and file in proper file cabinet. Preparing and disseminating all correspondence required when processing any traffic cases.

Prepare judgment sheets for Judge's signature on each case once a plea has been entered or if defendant is requesting a Driving Safety Course or is granted Deferred Disposition.

Keep the Judge apprised of any and all situations regarding traffic citations.

Set trials and hearings and maintain a current status schedule of such trials/hearings, secure courtroom, secure bailiff/constable and notify proper officers and or troopers of trial settings.

Listed below are job descriptions in detail.

**Payments of fines in full:** Initialize the fine and court cost. Determine what court cost is applicable and the amount of the fine. Post payment. Print Judgment sheet and attach to hard copy of citation and all correspondence received. Enter information required in the Settings and Calendar fields. Complete all OCA fields for monthly reporting to the State. After Judge signs Judgment seal and file.

**Partial Payment of fines:** Initialize the fine and court cost. Post payment or payments. Print Judgment sheet and attach to hard copy of citation and all correspondence received. Enter information required in the Settings and OCA field's. Indicate all information required on the Judgment sheet. Upon Judge's signature, seal and file in appropriate file.

**Driving Safety Course:** Make sure all required information is entered and correct (etc. new address). Initialize fine and court cost. Post payment. Enter information required in the Settings and OCA fields. Merge the Permission Referral Form and print. Prepare folder, label for folder, and envelope. Include application for Certified Copy of Driving Record. Print Judgment sheet and indicate information for all fields. Upon Judge's signature seal Judgment sheet, and distribute defendant's copy of Permission Referral form and application for driving record. File folder in appropriate file.

**Prepare Case for Warrant:** Prepare folder with citation and all correspondence. Prepare Affidavit of Probable Cause, Formal Complaint and copy of Citation for Trooper/Officer. Once the affidavit and complaint are returned and signed by the trooper/ officer, and after the court has scheduled a 2<sup>nd</sup> Appearance hearing and defendant has failed to appear and enter a plea with the court then the court may proceed to issue a Warrant. If defendant is unable to pay court or do Community Service, then an Affidavit of Indigency is filled out and an Indigency hearing with the Judge is heard to determine if defendant is indigent or not. If determined Indigent case is disposed of with no monies owed the court.

**Capias Pro Fine:** Prepare Capias Pro Fine once a plea has been entered by the defendant and defendant has failed to pay the court. The court must then have another hearing according to Senate Bill 1913 and allow the defendant to explain why they failed to pay amount due the court. If an individual tells the court they cannot pay or have no means to pay the court, then the court must allow them to do Community Service or must have an Indigency hearing.

**Case(s) set for Trial/Hearing:** Prepare all criminal cases for Pre-Trials or Trial by Jury, pull Jury Panel from the District Clerk's office and mail jury summons. Coordinate and schedule court dates with Judge, Constable, County Attorney, courtroom, trooper's or Sheriff's Office. Prepare folder for County Attorney. Mail defendant original notice.

**Correspondence:** Correspond with defendants requesting jail credit or time served and mail them back the proper paperwork.

**Appeals:** Prepare cases as needed for appeal to County Clerk.

There possibly are other tasks that I will be asked to perform on a regular basis.