

Job Description: JUSTICE OF THE PEACE CLERK - PART TIME

EEOC CATEGORY: Office and Clerical

LOCATION: Tatum

PAY: \$10.32 per hour

FLSA: Non-Exempt

SCHEDULE: 20 hours per week

SUMMARY OF POSITION

Performs a variety of accurate, clerical and basic bookkeeping support work for the Justice of the Peace office in accordance with department procedures and statutory regulations.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Justice of the Peace Precinct 2 and receives direction from Chief Clerk.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with attorneys, other county departments; law enforcement agencies; County and District Attorney's offices, County and District clerk's offices, and the general public.

EXAMPLES OF WORK

Essential Duties*

Interact with the general public in person, over the telephone or through correspondence for resolution, questions, or problems: Process criminal cases filed in court including direct communication with defendants, attorneys, officers and other persons related to the cases.
Process civil cases including direct communication with defendants, attorneys, officers and other persons related to the cases.
Maintain retention schedule.
Sets hearing dates, sends notices of hearings, and files appeals with the County or District Clerk's office;
Collect, count, disburse money, using basic bookkeeping and complete variety of banking transactions including use of banking web page and deposits
Create and update forms, documents and webpage as needed;
Process mail
Receives and date stamps incoming mail;
Maintains and updates the judge's calendar and Email;
Perform cleaning duties within office and on grounds

Other Important Duties*

Cross-train in all areas of office and be prepared to perform all duties within office.
Performs such other related duties as may be assigned;

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT*

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;
Frequent reaching with arms, bending, twisting, standing, walking, stooping.
Constant sitting and/or use of computer and office equipment
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Basic office clerical procedures; computer skills including but not limited to Microsoft Office, Excel, and basic legal practices and procedures. Basic troubleshooting for web-based problems.

Skill/Ability to: operated a computer using standard word processing, data inquiry, web browsing and spreadsheet software packages and type accurately; operate other standard office equipment including copier, and scanning, adding and fax machines and

other technology as needed; correctly utilize business English, spelling, punctuation, and math; understand and carry out oral and written instructions and learn assigned clerical task readily; become familiar with legal terminology; establish and maintain polite, helpful, and effective working relationships with other county employees, officials, and the general public; make sound decisions under stress; have good communication skills; be able to multi-task; maintain high level of confidentiality; work with little supervision.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent, plus at least one (1) year of related legal clerical experience, preferably with a governmental entity;

Worked in customer service oriented business for 3 years;

Experience in clerical procedures

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Class C Drivers License.

*For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.