



## CALDWELL COUNTY *Job Description*

<b>Job Title:</b>	Chief Deputy	<b>Salary:</b>	\$44,997.90
<b>Department:</b>	District Clerk	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	1703 S Colorado St. Lockhart, Texas	<b>Prepared by:</b>	Human Resources Dept.

\*Applications will be accepted until the position is filled.

\*Please return job application to Caldwell County District Clerk

### **Summary:**

Assist District Clerk with the primary responsibility of overseeing the daily activities of the office and the department employees. Assist District Clerk in instructing, supervising, and training all department employees. Professional attire is required when serving as courtroom clerk.

**Management Scope:** Manages the daily activities of all staff

### **Duties and Responsibilities**

1. Performs all functions of the District Clerk in her absence.
2. Reviews and approves delegated personnel functions associated with hiring, evaluations, delegating work, reviewing progress, establishing priorities and disciplinary actions, when necessary.
3. Supervise and help train other staff and ensure that all required reporting, issuance, and daily work is completed
4. Interacts with judiciary, department heads, elected officials, other County staff and the general public to resolve problems and provide information.
5. Monitors pending legislation relative to Clerk's/Court's duties
6. Assist walk-in customers at the front counter. This consist of new case filings, payments, customers requesting to research in archives, and guidance on all other matters.
7. Perform any other duties as assigned

### Secondary

8. Serves as the primary courtroom clerk for Presiding District Judge – Attends court for document and file processing
9. Serves as the primary deputy for **civil and family cases** – Works closely with both pro se litigants and attorneys and their staff for the filing of various family lawsuits, foreclosures, expunctions, nondisclosures, temporary restraining orders, writs of habeas corpus
10. Works with the State on processing Protective Orders (SB 325 adds additional responsibilities on protective orders).
11. Serves as the Appellate Clerk for appeals in civil/family litigation
12. Prepare Abstract of Judgments, issue Writs of Attachment, Sequestration, Garnishment upon attorney's application
13. Complete any and all mandated reporting for each type of case
14. Track attorney information for OCA monthly reporting
15. Oversees other deputies with civil/courtroom duties
16. Responsible for any new duties mandated each legislature
17. Work with the general public, attorneys, other county employees daily by phone and in the office

18. Work with attorneys, their staff, and pro-se litigants for case filings and suits and issuance
19. Assess appropriate fees and enter payments; make entries into our CMS
20. Manage court filings and payments through eFile Texas website
21. Operate office machines such as computers, phones, copier, scanner, fax machine, calculators, make copies, file-mark documents, manage incoming and outgoing mail, set up case files
22. Deputized to perform duties of office, and giving oath in criminal matters in lieu of notary
23. Respond to any additional requests made by any of our 6 judges
24. Perform any other duties as assigned
25. Work with the general public, attorneys, other county employees daily by phone and in the office.

### **Backup To Financial Chief Deputy:**

#### **Summary**

Provides a variety of general, clerical, and administrative support involving legal terms, pleadings, forms and procedures for the District Clerk's office in accordance with state law and departmental procedures and regulations. Professional attire is required.

1. Performs all functions of the District Clerk in her absence.
2. Daily accounts receivable reports/deposits/payment history
3. Work with the general public, attorneys, other county employees daily by phone and in the office
4. Work with attorneys, their staff, and pro-se litigants for case filings and suits and issuance
5. Assess appropriate fees and enter payments; make entries into our CMS
6. Manage court filings and payments through eFile Texas website
7. Operate office machines such as computers, phones, copier, scanner, fax machine, calculators, make copies, file-mark documents, manage incoming and outgoing mail, set up case files
8. Deputized to perform duties of office, and giving oath in criminal matters in lieu of notary
9. Respond to any additional requests made by any of our 6 judges
10. Perform any other duties as assigned

#### **Education and/or experience**

High School Diploma is required. Office/Administrative experience required, preferably in the legal field.

#### **Add to:**

**Skills/ability/Knowledge:** Each employee must maintain a high level of confidentiality and provide guidance to the general public without the practice of law. Ability to adapt to changes as duties will increase as the laws change