

**JOB TITLE** PART-TIME COURT CLERK  
**DEPARTMENT** WHARTON COUNTY JUSTICE COURTS- PCT 1, 3, 4  
**SUPERVISOR** JUSTICE OF THE PEACE PCT 1  
**JOB SUMMARY** THE PURPOSE OF THIS POSITION IS TO SERVE THE PUBLIC & COUNTY BY HANDLING ALL DUTIES & FUNCTIONS OF THE JUSTICE COURT IN THE ABSENCE OF THE CHIEF DEPUTY COURT CLERK. THE PART-TIME CLERK MUST HAVE THE ABILITY TO WORK IN A COMPETENT & PROFESSIONAL MANNER IN A STRESSFUL & DEMANDING ENVIRONMENT. MUST BE ABLE TO MULTI-TASK & WORK IN A PROFICIENT MANNER IN SPITE OF MANY INTERRUPTIONS. ADDITIONALLY, THE POSITION REQUIRES GREAT SKILL WHEN WORKING WITH PEOPLE WHO ARE UPSET. THE PART-TIME CLERK MUST BE CAPABLE OF HANDLING DIFFICULT SITUATIONS WHILE BEING AWARE OF ALL SECURITY ISSUES. THE PART-TIME CLERK MUST ALSO REALIZE THE SENSITIVE INFORMATION & MAINTAIN CONFIDENTIALITY AT ALL TIMES. THE PART-TIME CLERK MUST BE SKILLED IN COMPUTERS & ALL OTHER OFFICE EQUIPMENT. THE PART-TIME CLERK MUST BE KNOWLEDGEABLE ABOUT TEXAS STATUTES AS THEY PERTAIN TO ALL CLASS C MISDEMEANORS. (TRANSPORTATION CODE, HEALTH AND SAFETY CODE, ALCOHOLIC BEVERAGE CODE, PARKS & WILDLIFE, PENAL CODE, LICENSE & WEIGHTS, EDUCATION CODE & FAMILY CODE. THE PART-TIME CLERK MUST ALSO HANDLE CIVIL CASES & BE KNOWLEDGEABLE ABOUT THE GOVERNMENT CODE, PROPERTY CODE, & CODE OF CIVIL PROCEDURES.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

THE PART-TIME COURT CLERK, IN THE ABSENCE OF THE CHIEF COURT CLERK CAN BE RESPONSIBLE FOR COLLECTIONS TAKEN INTO THE COURT. THIS INCLUDES RECEIPTS, DEPOSITS AND ALL MONIES FOR BOTH CRIMINAL AND CIVIL CASES.  
DEALS WITH THE PUBLIC, LAW ENFORCEMENT OFFICERS, ATTORNEYS AND OTHER COURT PERSONNEL.  
ANSWERS PHONES & DIRECTS CALLS, PROVIDES ACCURATE INFORMATION  
ENTERS CLASS C CITATIONS INTO THE COMPUTER  
POST PAYMENTS FOR CLASS C CITATIONS  
PREPARES DAILY DEPOSITS & TRANSACTIONS REPORTS  
PREPARES ALL SUMMONS & SUBPOENAS  
MANAGE COURT CALENDAR FOR CRIMINAL AND CIVIL MATTERS  
SENDS NOTIFICATIONS OF TRIAL & HEARINGS TO ALL PARTIES  
MANAGE BONDS AND BOND HEARINGS  
PREPARE TRUANCY CASES & SUMMONS FOR CONSTABLES  
PREPARES CIVIL CITATIONS FOR JUSTICE COURT INCLUDING SMALL CLAIMS, DEBT CLAIM & EVICTIONS  
PREPARES WRITS, ABSTRACTS OF JUDGMENT & OTHER PRE/POST JUDGMENT ORDERS  
MUST BE ABLE TO WORK INDEPENDENTLY  
MUST BE ADAPTABLE, AS EACH OFFICE PROCESSES WORK IN A DIFFERENT MANNER

**MINIMUM JOB REQUIREMENTS**

**EDUCATION** HIGH SCHOOL DIPLOMA

**SKILLS/KNOWLEDGE**

BASIC OFFICE MACHINES INCLUDING COMPUTER, PHONES, PRINTERS, FAX, COPIER, MICROSOFT WORD & EXCEL

**PHYSICAL DEMANDS**

STRONG PEOPLE SKILLS WITH EXTREME PATIENCE. MUST BE ABLE TO PASS A BACKGROUND CHECK, EMPLOYMENT PHYSICAL AND DRUG SCREEN.  
EQUAL OPPORTUNITY EMPLOYER