



JOB DESCRIPTION - DEPUTY COUNTY CLERK – CRIMINAL COURT

Department – County Clerk

FLSA: Non-Exempt

Type: Full Time Regular

POSITION SUMMARY

This position reports to the County Clerk. The County Clerk's office is high-functioning and delivers an efficient output to several local, state and federal entities. The office completes a vast array of duties that helps expedite court proceedings. The Deputy County Clerk – Criminal Court position is a demanding, but rewarding career that has an important place in the inter-workings of the Judicial System. It serves as criminal case manager, auditor and clerk of court for County Court. This position is a regular full-time position.

ESSENTIAL RESPONSIBILITIES

- Evaluates, analyzes and prepares, files, records and issues court documents.
- Prepares, files, assigns and docket a new case based on office policy and parameters set by statute,
- Serves as clerk of the County Court and executes all orders.
- Abstracts and inputs case data into computer from recorded documents.
- Maintains knowledge of statutes.
- Evaluates and calculates court costs based on case type and parameters established.
- Receives, reviews, and processes documents, inquiries and requests by mail/courier.
- Audits case events and activities by assigned case number.
- Prepare receipts and accounts for all money collected.
- Prepares and submits cases for appeal.
- Provides information and guidance for searching case data to the public.
- Receives, files, processes and refunds/cash bonds.
- Collects, deposits, tracks, and upon court order release cash bond monies and transfer Bond Forfeiture monies to Auditor Department.
- Evaluates reports.
- Prepares court documents for recordation.
- Assists other employees with criminal counter and collection of court costs.
- Criminal history searches and prepares certification as to findings for government entities.
- Make copies, answer criminal & vitals telephone and provides information to the public.
- Assists the public with public access computer.
- Prepares DIC17 forms on all DWI cases and forwards to Department of Public Safety.
- Makes copies of judgements ordering probation or deferred adjudication for the Probation Office.
- Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management and technical skills in self and all employees, including safety-related training and skills.

ADDITIONAL RESPONSIBILITIES

Any other duties as assigned or required within the scope of the department.

WORKING CONDITIONS

This position is inside the county offices in a normal office environment. It has frequent contact with the public. The noise level in this office varies, but is usually moderately quiet. Standard ventilation and lighting conditions.



EDUCATION

- High School Diploma or equivalent; two years' experience of general office experience or equivalent combination of education and experience.

EXPERIENCE

Experience in the legal field or justice system, preferably to include data entry, working knowledge of various computer software programs is helpful and the understanding of the court system and legal documents. Must be able to perform duties under high stress, at times dealing with difficult individuals. Must have good organizational skills and work well without close supervision.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of the organization and operations of the county court.
- Broad general knowledge of Texas civil, mental and criminal laws, court systems and governmental agency functions.
- Skill in operating computers and other common office machines.
- Ability to perform accurate, detailed work with permanent records, maintaining neat, well-organized records while dealing with numerous interruptions.
- Basic mathematic ability.
- Ability to work quickly and accurately.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with judges, county officials and employees.
- Ability to exercise discretion in handling sensitive legal and confidential business matters.
- Ability to work with little or no supervision.
- Ability to report to work timely and as scheduled.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 20 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

SPECIAL CONDITIONS

This position may require occasional overtime, when necessary. Position requires professional business attire to be worn to work daily.



Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Navarro County for the position of Deputy County Clerk – Criminal Court and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description. I further understand my position is an FLSA non-exempt regular full-time position.

Employee's Signature

Date

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Navarro County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, pregnancy, marital status, veteran status, disability (physical or mental), medical condition or any other condition or status protected by law.