

DEPUTY CLERK – RECORDS MANAGEMENT (DISTRICT CLERK)

CLASS NO. 0706

EEOC CATEGORY: Office and Clerical

PAY GROUP: 12

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs a variety of records management, administrative, general clerical, bookkeeping services and categorizes documents, exhibits, report records and confidential records relating to court cases and files for the District Clerk Office. Work involves assisting the general public in person and over the phone; receiving, indexing and recording court case information and/or legal documents; entering and updating data into department databases; and providing copies of official court and/or legal documents to the public, courts, litigants, attorneys and other appropriate parties. Provide any other clerical duty necessary to the efficient operation of the District Clerks' office in accordance with department functions, policies and practices.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: District Clerk and Chief Deputy Clerk.
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with District Attorney's office, District Judge's office, Attorney General's office, attorneys, other state and local government and Law enforcement offices and the general public. Has constant contact with judges, attorneys, court's staff, the District Attorney's office, other county departments and the general public.

EXAMPLES OF WORK¹

Essential Duties

Receive and file stamp all original petitions, pleadings, motions, briefs, orders, etc. submitted to the court and filed at the counter or through eFileTexas.gov according to procedures;

Prepares and issues citations, subpoenas, attachments, precepts, capias, (whether by posting, publication, certified mail, or by personal service), writs of commitment, notices to the employer for withholding child support, commissions for depositions or other legal instruments as authorized by the court or requested by attorneys;

Receipt and disburse daily cash transactions according to established procedures;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Courtroom duty, including civil/criminal jury and non-jury docket, selection of jurors, administration of oaths, fingerprinting and any other duties directed by the judge;

Opens and maintains court files for juvenile, criminal, civil, and delinquent tax suits;

Keeps minutes of court proceedings, including lists of exhibits and witnesses, collects and maintains custody of exhibits at the end of trial;

Prepare, issues and processes paperwork from the counter or through eFileTexas.gov, including but not limited to citations, subpoenas, temporary restraining orders, notices, orders to appear, motions and writs; receives filed documents; scans documents; enters into the Case Management System;

Reviews e-filing submissions on-line and accepts or rejects as necessary; process accepted e-paperwork;

Operate computer terminal for information retrieval and data entry of criminal and civil case records, and word processing;

Receive, sort, and distribute incoming and outgoing mail. Including, but not limited to mailing orders and settings to all parties in a suit;

Reviews e-filing submissions on-line and accepts or rejects as necessary; process accepted e-paperwork;

Administer oaths filed in the District Court;

Perform routine office procedures such as answering telephone, copying records as required and perform record searches of criminal and civil files. Respond to inquiries about filing fees, jury excuses and civil suits;

Provide clerical support (filing, typing, data entry, etc), as the work load allows;

Makes docket entries on all pending criminal and civil cases;

In compliance with Records Management procedures; scan and file all recordings for Criminal and Civil;

Process passport applications;

Files request for copies and record searches; and

Perform other duties as assigned within the scope of the department.

Other Important Duties

Attend continuing education as required by law and District Clerk; and

Performs such other duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Knowledge of clerical procedures involved in processing, and preparing complex legal documents, instruments, records and reports related to the operation of both the civil and criminal court. Have a basic knowledge of legal terminology.

Skill/Ability to: Ability to adjust to rapidly fluctuating situations, and multiple simultaneous projects; ability to organize work, set priorities, meet critical deadlines, and follow up assignments with minimum direction. Skill in the operation of a variety of office equipment, including personal computer, typewriter, photocopier, telephone, etc. Have the ability to make complex arithmetic computations rapidly and accurately. Ability to communicate effectively both orally and in writing in the English language. Ability to establish and maintain effective working relationships with judges, members of the legal profession, other governmental entities, other employees of Matagorda County and the general public. Ability to type accurately and demonstrate proficient knowledge of computers and programs. Requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent.

CERTIFICATES AND LICENSES REQUIRED

Passport agent certified or obtainable; and

Must be bondable.

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.