

MADISON COUNTY POSITION DESCRIPTION

CLASSIFICATION TITLE: Deputy District Clerk - Civil
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Office: District Clerk
Class/Status: Non-Exempt

Sal/Gp:

OBJECTIVE:

Performs a variety of 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
2. Directs: Does not supervise any employees
3. Has constant contact with judges, attorneys, court's staff, the District Attorney's office

ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

1. Receive and file stamp all original petitions, pleadings, motions, briefs, orders, etc. submitted to the court and filed at the counter or thorough eFileTexas.gov according to procedures.
2. Prepare and issues citations, subpoenas, attachments, precepts, capias, (whether by posting, publication, certified mail, or by personal service).
3. Courtroom duty, including civil/criminal non-jury docket, selection of jurors, and any other duties directed by the judge.

ADDITIONAL DUTIES:

1. Responsible for filing and maintain legal documents pertaining to all District civil cases to include: filing new lawsuits, non-disclosures, issuing service, communicating with attorneys and maintaining records pertaining to litigation rulings of the court.
2. Receive, sort, and distribute incoming and outgoing mail. Including, but not limited to mailing orders and settings to all parties in a suit.
3. Perform routine office procedures such as answering telephone, copying records as required and perform records searches of civil files. Respond to inquiries about filing fees, jury excuses and civil suits.
4. Provide clerical support (filing, typing, date entry, maintain official records of the court proceedings and assist with the organization of courtroom operations, etc.), as the work load allows.
5. Process Passport Applications.
6. Pull and prepare files for all civil dockets.
7. Assist customers at front counter.
8. Calculates and documents retention on closed civil cases.

9. Explain court procedures; respond to complaints and inquiries related to the court procedure, status of court. Assists litigants and attorneys in using the court system.
10. Attend meetings, training seminars and/or conferences.
11. Maintain accurate filing system.
12. Has working knowledge and assist with all other positions in clerk's office as needed.
13. Answer telephone and assist caller.
14. Perform additional duties as assigned.

INTERPERSONAL SKILLS:

1. Communicate effectively with the public, attorney, and other employees of Madison County.
2. Maintain a positive cooperative relationship with District Clerk, peers and other governmental agencies as well as the public.
3. Understand and follow policies and procedures.

DEPENDABILITY AND ACCOUNTABILITY:

1. Work well with other employees.
2. Be on time daily and for court schedule and meetings. Be here every day ready and able to work
3. Maintain confidentiality of District Clerk's office.
4. Adhere to code of ethics sworn to in the oath of office.
5. Maintain consistent positive outlook in support of County goals and objective as well as the Judicial District Court.
6. Willing to work overtime and travel to and from other assigned areas pertaining to county duties

EDUCATION AND EXPERIENCE

High school graduation or its equivalent with courses in typing, bookkeeping, and is computer literate; plus one year progressively responsible experience in clerical function, prefer one year experience in clerical function of the judicial system and prefer at least one year in a District Clerk's office; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of clerical procedures involved in processing, and preparing complex legal documents, instruments, records and reports related to the operation of district court. Ability to adjust to rapidly fluctuating situation, and multiple simultaneous projects; ability to organize work set priorities, meet critical deadlines, and follow up assignments with minimum directions. Have a basic knowledge of legal terminology. 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 government entities, other employees of Madison County and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENTS:

1. Ability to lift 10-25lbs. frequently and 25-50lbs. occasionally.
2. Frequent reaching with arms, bending, twisting, standing, sitting, walking, stooping, bending, climb stairs and driving.
3. Constant use of computer and office equipment.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.
5. Occasionally required to work in the inadequate climate controls due to problems with the building heat and air conditioning system.
6. Occasionally encounter a hostile situation with regards to irate customers and criminal defendants.

CERTIFICATES AND LICENSE REQUIRED:

1. High school graduation or GED equivalent.
2. 2 years' experience in clerical functions of the judicial system and at least one year preferred in a District Clerk's office OR any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
3. Valid Texas Driver's License.
4. Must be bondable

This job description does not constitute an employment agreement between the employer and the employee as is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is the contract for employment.

***Note:** The above declarations are not intended to be an "all inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and ability required to do the job. Rather, they are intended to describe the general nature of the job.