

Victoria County Job Description

Job Title: Deputy Clerk
Department: District Clerk
Reports To: District Clerk and/or Supervisor
FLSA Status: Non-exempt

SUMMARY: Participate in a variety of technical and clerical work related to the District Clerk's office and the district county court system including filing cases, preparing correspondence, and providing effective and efficient public service assistance. Serves as a deputy under the District Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties may include, but are not limited to the following.

- Plan, direct, and participate in the processing of court documents in accordance with court procedures and legal requirements; maintain official records of court proceedings; assist in courtroom operations.
- Receive and process documents filed with the court; check for accuracy and completeness; record and process orders, judgments, CJIS.
- Review and verify information; sort, assemble, and organize materials; route and deliver documents to the appropriate parties.
- Prepare and type a variety of documents including general correspondence, notices, court orders, forms, records, and reports.
- Prepare docket sheets; index sheets for newly filed cases.
- Bill court cost when final judgment is rendered.
- Respond to difficult and complex complaints and requests for information.
- Assist litigants and attorneys in using the court system; explain court procedures and requirements; respond to complaints and inquiries related to court procedure, status of cases and the court calendar.
- Act as a receptionist; answer phones, emails, and e-filing and provider service to customers.
- Assist those contacted in the course of duty in an effective, efficient, and professional manner.
- Performs courtroom duties; Assists District Judge in courtroom with court dockets, non-jury and jury trials; and acts as a liaison with other court officials.
- Maintains confidentiality and security of documents, data and courtroom proceedings. Examines, verifies and inputs data into various court computer systems to update information regarding pending, disposed, microfilmed, criminal, civil, and family cases, using detailed data entry codes. Scans court documents. Researches and analyzes historical data.
- Verifies, processes and distributes documents to appropriate locations, prints and provides case index, ensure files are complete and in proper order at all times using various computer systems.
- Verifies, analyzes and indexes mass filings of attorney general documents.
- Answers incoming telephone calls and assists and responds to public, attorney or County inquiries or directs to appropriate person.
- Calculates and collects costs of court and monetary transactions associated with criminal cases according to the Texas Code of Criminal Procedure.
- Researches monetary transactions and calculates percentages reimbursed by State agencies to determine fees owed in a civil law suit involving multiple case

- parties. Issues Bill of Cost to collect outstanding fees and to outline complex costs awarded per court judgment.
- Issues subpoenas, citations, warrants, writs, restraining orders, protective orders, notices and other documents as prescribed by law and at the direction of the requesting party, and as ordered by the District Court and Court of Appeals. Supports and assists department staff as needed.
 - Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.
 - Regular attendance is required
 - Maintain accurate records of all documents and files
 - Assist attorneys, court staff, and/or the public in accessing case records
 - Answer phones and direct calls to proper departments
 - Open, file stamp, and sort incoming mail
 - Receipt and maintain payment records
 - Process court pleadings, orders, bench warrants, capias, subpoenas, summons, issue civil/family service and other various correspondence
 - Open, close, and audit a till
 - Maintain confidentiality of records as required by law
 - File and process paperwork filed over the counter, through the mail (USPS), and/or through the electronic service providers
 - Assist the public with the public computers
 - Any other duties assigned by the District Clerk or designee

QUALIFICATIONS:

Knowledge of:

- Functions and operating details of the court.
- Courtroom practices, procedures, and etiquette.
- Laws, rules, regulations, and policies governing operation of the assigned court.
- County forms, records, files, and legal documents.
- Modern office procedures, methods, and computer equipment.
- Principles of lead supervision and training.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.

Ability to:

- Interpret and apply laws, rules, regulations, and procedures applicable to the assigned area of responsibility, policies, and procedures.
- Organize and maintain complete and accurate records.
- Prepare clear and concise reports.
- Work independently in the absence of supervision.
- Tactfully respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Type at a speed necessary for successful job performance.
- Maintain confidentiality in the performance of duties.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED.

PHYSICAL DEMANDS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

WORK ENVIRONMENT: Office environment; working closely with others; working in a multi-task environment.