

Job Summary- Deputy Clerk

SUMMARY: The purpose of this position is to assist the public by processing criminal, civil and traffic cases; maintain court dockets; collect fees and provide clerical support to the Justice of the Peace Office. This is accomplished by providing customer service in person and over phone, processing citations and performing data entry related to case and court information and collecting fees.

ESSENTIAL JOB FUNCTIONS:

- Provides clerical support and customer service in person and on the telephone; types/creates correspondence and forms; posts weekly dockets; witnesses signatures; performs 10-key calculations; files, copies and faxes documents; assists the public with navigating the website; clears court licensing holds; communicates with Judge regarding daily operations.
- Provides courtroom support by preparing the courtroom before trials; ensures doors are open and seats are available for plaintiffs and defendants; organizes cases to be heard; enters dispositions; makes copies; provides customer service to attendees at trial.
- Processes citations from Palo Pinto County Sheriff's Office, Texas Parks and Wildlife and Department of Public Safety and constables; processes civil suits, evictions, small claims, debt claims, and magistrations; emergency protective orders, mental commitments, bench warrants, criminal and traffic warrants; maintains and stores all criminal and traffic case records and all other related paperwork such as receipts and open records requests.
- Prepares cases for hearings; pretrial; attorney docket; bond hearings; show cause hearings; prepares for jury trials and trials by court; prepares court docket by setting cases for hearings and summoning defendants, attorneys and bonding agencies; sends notices for pretrial, bond, jury trial, trial by court, attorney docket, minor court and show cause hearings.
- Processes payments for citations and civil suits by phone and in person; requires data entry of citations, pleas, deferred applications, and emergency protective orders.
- Issues warrants for cases in previous years; generates reports of past due cases and cases in warrant status to send to collections and Omni databases; sends out warrant notifications on past due cases.
- Prepares cases for warrant; prints warrant; copies warrants and citations for local law enforcement offices; clears warrants after receipt of bond or payment; recalls warrants as requested.
- Provides proper notifications regarding emergency protective orders to victims; schools and police agencies.
- Processes bi-weekly deposits by balancing checks and money; prepares 10-key tapes and deposit slips for the treasurer's office and picks up checks requested by the court for bond refunds.
- Attends annual training to maintain knowledge of rules and procedures.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain clerical records and provide reporting for such records. * *
- Ability to provide customer service with tact, courtesy and discretion with disruptive customers. * *
- Ability to use computer for data entry and accounting purposes. * *
- Basic knowledge of Microsoft office products such as Excel, Word and Outlook; Ability to effectively communicate verbally and in writing. **
- Ability to make decisions in accordance with policies and procedures. * *
- Ability to effectively interact with staff and other departments. * *
- Ability to operate a 10-key calculator. * *

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent experience.
- Job related experience.
- Experience with personal computers, Microsoft Word and other office equipment.