

# COUNTY OF GILLESPIE

## JOB DESCRIPTION

Deputy Clerk  
For

District Clerk Office

**PAY GRADE:** 10

**PAY RANGE:** Starting at \$13.90 - Hourly, Non-Exempt

### **DESCRIPTION OF POSITION:**

The District Clerk is the registrar, recorder and custodian of all documents that are part of criminal and civil actions in District Court. This position assists the District Clerk with managing the courts records. Duties include filing, recording documents, assisting the public, receiving/applying payments of fees and fines, scanning documents, assisting other office staff as well as assist the District Clerk in providing support to the District Judge, District Attorney, other attorneys and court personnel.

### **ESSENTIAL DUTIES / FUNCTIONS:**

Essential duties/functions, under the supervision of the District Clerk, may include but are not limited to the following:

- Process pending civil and criminal files.
- Receive, classify, and route incoming mail.
- Receive and apply payments of fees and fines.
- Answer the telephone (incoming and internal calls).
- Perform complex clerical assignments in the procession of legal instruments and other court records.
- Appear in the courtroom and perform other clerical duties necessary to the efficient operation of the Court.
- File original petitions, pleadings, motions, etc. processed at the counter and documents received through the mail.
- Enter in computer system information pertaining to litigants, pleadings, and charges for fees.
- Enter in computer system information pertaining to pleadings, briefs, and orders submitted to the court in both civil and criminal cases and file them in the appropriate case files.
- Prepare and issue subpoenas, writ of attachments, precepts, capiases, citations (whether by posting, publication, certified mail or sheriff/constable service).
- Deliver various legal documents to the Judge for approval and signature.
- File mark orders signed by the Judge and give proper notice to the attorneys and/or the parties by mail.
- Respond to telephone inquiries from the public; from attorneys and other interested parties regarding the District Judges' local rules.
- Process temporary restraining orders and protective orders.
- Assist with jury summons, jury excuses, and jury selection process.
- Make docket entries on civil and criminal cases as directed by the Judge.
- Retrieve disposed files on criminal and civil matters as needed by the Court.
- Locate information as requested relating to civil or criminal suits.
- Make copies of records as requested and charge parties accordingly.
- Administer oaths to defendants for guilty pleas and take their thumbprint on the Judgments.
- Assist the public with passport applications.
- Assist the public with research of Naturalization and Immigration records.
- Perform general clerical functions and assist other office personnel as may be assigned or required.

**SKILLS and ABILITIES**

The ideal candidate will have the ability to:

- Maintain confidentiality of records as required by law.
- Communicate effectively, both orally and in writing.
- Use computers and other office equipment efficiently.
- Perform assigned duties without continual supervision and to make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
- Function under extreme pressure with a demand for speed and accuracy and meet frequent deadlines.

**MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- High School Diploma or equivalent.
- One to two years of clerical experience preferred.
- Must be at least 18 years of age and
- Must consent to and pass criminal background check.

**WORKING CONDITIONS and SCHEDULES:**

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position is in the Gillespie County Courthouse which consists of a normal office environment with heat and air conditioning in a multi-person work area. Occasional work will be done in storage areas which have little to no air handlers.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature \_\_\_\_\_

Date \_\_\_\_\_