

EQUAL OPPORTUNITY EMPLOYER

Full time Justice Court Clerk available in The Justice Court Precinct #4 located at 121 North McCarty in Eagle Lake, Texas. The Applicant must be a high school graduate. Position requires the ability to multi-task and work independently in a fast-paced office environment. Knowledge of computers is a plus and Bilingual is preferred. Applicants may be subject to a background check. Applications and job description are available at the Justice Court (JP 4) located at 121 North McCarty in Eagle Lake, Texas, or on the county website: <http://www.co.colorado.tx.us>. Applications may be returned to the Justice Court (JP 4) office located at 121 North McCarty in Eagle Lake, Texas, or emailed to jp4@co.colorado.tx.us. Please include resume with application. Deadline is at 5:00 p.m. on October 9, 2023.

**JOB DESCRIPTION
FOR
COURT CLERK
JUSTICE OF THE PEACE, PRECINCT 4, COLORADO COUNTY, TEXAS
121 North McCarty Avenue
Eagle Lake, Texas 77434
(979) 234-2042**

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills and other characteristics listed below. This list of responsibilities is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by this position. To perform this job successfully, an individual must be able to perform each essential function and duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

SUMMARY

Under general supervision of the Justice of the Peace, the Justice Court Clerk performs a variety of administrative and accounting support functions for the Justice of the Peace Office. The Justice Court Clerk performs a variety of clerical procedures following prescribed procedures and assists in revenue and bookkeeping services for the office of the Justice of the Peace. The work involves preparing and processing forms and orders involving the filing and disposition of various small claims and civil claims as well as accepting cash and checks and issuing receipts on a daily basis. This position affects the accuracy, reliability and acceptability of further processes and services.

QUALIFICATION REQUIREMENTS

- Must be eligible to obtain a surety bond in amount commensurate with position.
- Bilingual ability (English and Spanish) preferred.
- Must have no criminal convictions of an offense higher than a Texas Class C Misdemeanor.
- Must have High School Diploma or equivalent.
- Must have three (3) years clerical, bookkeeping, money handling or directly related experience, at least one of which must have related to legal clerical experience, preferably with a governmental entity.
- Must have general skill in operating standard office equipment, such as personal computers, calculators, copying machines, fax machine, scanner, and telephones.
- Must have general typing skill of 50 wpm or greater.
- Must be able to obtain Justice Court Clerk certification through Texas Justice Court training school within twelve months of employment and go to seminars regarding this, at least once each year.

EMOTIONAL DEMANDS

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public. The Justice Court Clerk meets with contacts in a structured setting at the office of the Justice of the Peace in Colorado County. The contacts are generally cooperative; however, this position may have to persuade, influence, motivate or control situations where individuals may be fearful, skeptical, or uncooperative.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use his/her hands and fingers to handle or feel,
- Reach with hands and arms,
- Talk,
- Hear,
- Occasionally stand, walk, kneel or stoop,
- Occasionally lift and/or move up to 30 pounds,
- Specific vision abilities required by this job include close vision, depth perception, color identification, and the ability to adjust focus, and
- Sit.

KNOWLEDGE, SKILLS AND ABILITIES

- Obtain knowledge of Colorado County Justice Court regulations, policies and procedures within two months of employment.
- Obtain knowledge of Colorado County personnel policies and procedures within six weeks of employment.
- Justice Court Clerk Certification received through Texas Justice Court Training School
- Gain knowledge of federal, state and local laws related to traffic, criminal procedure, civil procedure, family code, health and safety code, education code, penal code, and juvenile laws within 12 months of employment.
- Perform basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- Develop exceptional skill in working with people who are upset within four weeks of employment.
- Within four weeks of employment, learn to handle difficult situations while being aware of all security issues, which are further complicated by the fact that this clerk is working alone and has no assistant to aid him or her.
- Develop skill in money handling within two weeks of employment.
- Must be able to “multi-task” and have the ability to work in a competent manner in spite of many interruptions.
- Must have ability to maintain confidentiality of personal and financial data.
- Must be able to “multi-task” and have the ability to work in a competent manner in spite of many interruptions.
- Perform court clerk procedures and processes within six weeks of employment.
- Develop skills in reading, understanding and following court policies and procedures within two months of employment.
- Must be able to work alone.
- Acquire skill in customer service within two months of employment.
- Develop skills in reception, telephone etiquette and customer relations.
- Demonstrate skills in basic bookkeeping and report preparation.
- Develop skills in documenting, reading, understanding and maintaining various records within two months of employment.
- Gain organizational skills within five weeks of employment.
- Develop the general skill in expressing oneself clearly and concisely, both orally and in writing.

ESSENTIAL FUNCTIONS AND DUTIES

- Be familiar with and abide by the Colorado County Personnel Policies.
- Be prompt in reporting to work on time; (1) at the beginning of the workday, (2) after breaks and (3) following lunch.
- Communicate all changes and problems to the Justice of the Peace.
- Assure the services delivered meet quality and timeliness standards.
- Prepares and processes forms and orders for such claims as hot check cases, nuisance violations, evictions, animal control, alcoholic beverage commission cases and school truancy cases.
- Sets court dates, hearing and trials, including jury trials.
- Coordinates court dates with attorneys and police officers.
- Prepares and processes a variety of official documents such as citations, judgments, warrants, complaints, affidavits, routine reports, subpoenas, notices, jury lists, abstracts of judgment, pre-judgment orders and post-judgment orders.
- Assists customers in person and by telephone; explaining procedures; fines; forms; and responding to inquiries on case status.
- Performs receptionist duties, which involves greeting customers, answering telephone, taking messages, and making appointments and reservations.
- Checks and verifies warrants, outstanding citations and affidavits.
- Send past due cases to OMNI.
- Send past due cases to MVBA (collection agency).
- File vital statistics electronically with Texas Electronic Registrar at Texas Vital Statistics Department of State Health Services.
- Report court information monthly to Office of Court Administration and to County Auditor.
- Report all dispositions on traffic citations to Department of Public Safety monthly.
- Post credit card payments.
- Perform bookkeeping functions including, but not limited to, collecting fees and fines, issuing receipts, issuing restitution payment, reconciling cash receipt and preparing bank deposits.
- Perform office duties including, but not limited to, notarizing documents, witnessing signatures, ordering office supplies (within budget), copying and filing documents.
- Perform office janitorial duties (county does not furnish janitorial services) including, but not limited to, emptying waste baskets, vacuuming, rest room cleaning and maintaining drinking water supply.
- Prepare and maintain file folders.
- Prepare and timely file all appeals from Justice Court or Small Claims Court.
- Responds to telephone inquiries from individuals with questions.
- Prepare, record and appropriately file birth, marriage and death certificates.
- Prepare juror lists and file appropriate jury payment paperwork.
- Operate EDOC software system.
- Operate MS Word software system.
- Post and collect mail at post office.
- Maintain "due date" calendar of dates that community service, driving safety courses, time payments, etc. are due.
- Enter citations in EDOC system and scan citation to file.
- Date mark and file all documents and correspondence in Small Claims Court files and Justice Court files and record filing on docket sheet and in EDOC.
- Coordinate service of citation in Eviction cases with Justice of the Peace schedule.

CERTIFICATES OR LICENSES REQUIRED

- Class "C" or higher Texas Driver License.
- Notary Public certification.

ACKNOWLEDGMENT

I agree that I am able to satisfactorily perform the essential functions and duties listed above with or without an accommodation. I understand the satisfactory performance of the essential functions and duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Colorado County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Colorado County, Texas.

I further understand that my employment is terminable at will so that both Colorado County, Texas and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

Employee Name Printed or Typed