**GOLIAD COUNTY**

**JOB DESCRIPTION**

**Job Title:** Justice Court Clerk **Job Code Number:**

**Department** Justice of the Peace **DOT Code:**

**Employee Name** **Employee ID:**

**Salary:** Pay Group **Reports To:**  JP Judge

**Location:**  Goliad County **Prepared By:**

**FLSA Status:** Nonexempt **Approved By:**

**Approved Date:**

**SUMMARY**

Assist the Judge in the preparation and maintenance of documents relating to the Justice of the Peace including but not limited to Criminal, Civil and Juvenile cases. Manages and operates the court in the absence of the Judge. Ensures all appropriate cases care set in a timely matter. Monitors case flow and ensures that the Court and interested agencies receive accurate and timely information. Enforces office procedures as set forth by the Judge which will result in the efficient use of time and which will enhance the operation of the Court.

**SUPERVISION RECEIVED**

Works under the general supervision of the Justice of the Peace.

**SUPERVISION EXERCISED**

Generally None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. Duties include the following:

1. **FINANCIAL MANGEMENT**
2. Verifies daily posted transactions and balances out at the end of the day.
3. Prepares weekly and monthly Receipt & Direct Deposit Register and submits to the Treasurer’s office for deposit.
4. Prepares special monthly reports for the County Treasurer and the County Auditor.
5. **CRIMINAL FILE MANAGEMENT**
6. Creates new criminal cases and enter data into computer.
7. Receives documents and appropriate fees from defendants, public, law enforcement officers or through the mail and process accordingly.
8. Completes appropriate process by verifying the accuracy of data to be entered in computer, court files, etc. in a timely matter.
9. Post payments to proper cases and issues a receipt for each payment. Closes out cases with the proper judgment and enters proper disposition.
10. Prepares a monthly Pre-Trial docket, a Non-Jury docket, a Show Cause docket and a Bond docket.
11. Prepares trial setting notices and distributes to all partied (ie, defendant, county attorney and deputy or trooper.
12. Prepares subpoenas for deputy and trooper and submits to the sheriff’s office for service.
13. Prepares a copy of completed files for the county attorneys review.
14. Prepares and notifies all departments of Trial Settings by submitting a detailed docket sheet.
15. Prepares all documents and inserts into case file for the Judge.
16. Swears in witnesses, deputy or trooper and defendant.
17. Prepares the court room and assists the Judge during open court proceedings.
18. **JURY MANAGEMENT**
19. Prepares a request for a jury pull and submits to the Clerk’s office.
20. Prepares jury summons for mail-out.
21. Prepares and finalizes jury list of all qualified jurors summoned for jury service.
22. Follows all the steps listed under criminal file management (a-g).
23. Coordinates jurors, witnesses, County Attorney and defendants.
24. Performing every task necessary to insure and efficient trial process.
25. Prepares payment verification for jurors and submits to the County Treasurer for payment.
26. **CIVIL CASE MANAGEMENT**
27. Create new civil cases and enter data into computer.
28. Receive appropriate fees from parties, public, or through the mail and process accordingly.
29. Analyze documents and determine proper process.
30. Prepares proper documents for the Judge’s signature.
31. Monitors time frame for all civil cases (ie, service dates, answer dates, and citations return dates.)
32. Prepares a weekly and a monthly docket for Non-Jury docket.
33. Prepares trial setting notices and distributes to the plaintiff and defendant.
34. Prepares the court room and assists the Judge in open court.
35. **COMPUTER OPERATIONS**
36. Train and update employees on software programs which expedite and improve the efficiency of work production.
37. Communicate and maintain good working relationship with Net Data, GHS and GovPay department personnel.
38. Attend annual user conference.
39. **ADDITIONAL DUTIES**
40. Will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Texas State Library and Archives Commission, State and Local Records Management and the policies of this office.
41. Attend annual Justice Court Clerk School for continuing education which will be beneficial to the administration of this department.
42. Receive and place phone calls.
43. Address and resolve public questions and complaints. If necessary, consult with the Judge.
44. Exercise the duties of a Notary Public.
45. Coordinate the Judge’s appointments and travel itineraries.
46. Performance of any other responsibility in order to maintain the operation of the office without interruption.

**Note:** The duties listed above are intended only as illustration for the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

**MANDATORY QULIFICATIONS:**

**EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED); two years court experience and/or training; or equivalent combination of education and experience. Must have general knowledge of office procedures, thorough knowledge of civil and criminal procedures, effective written and oral communications, computer skills, ability to type 30-45 WPM, solid comprehension of basic bookkeeping and/or accounting principles, use of 10-key calculator.

**DESIRED MINIMUM QUALIFICATIONS:**

**LANGUAGE SKILLS**

Ability to read and interpret legal documents such as such as plaintiff’s original petitions, all types of motions, complaints, all types of legal requests and any legal documents being submitted by other government, state, or county offices. Ability to speak effectively to all persons having contact with this office.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide using whole numbers, common fractions, decimals, compute percentages and basis bookkeeping and/or accounting principles.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with the problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers, handle or feel, reach with hands and arms and talk and hear. The employee frequently is required to stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal applications, rating of education and experience, oral interview, reference check and job related tests might be required.

This job description does not constitute and employment agreement between the employer and employee and 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 this a contract for employment.

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Supervisor or Department Head) (Commissioner’s Court)

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledgement of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Printed Last, MI, First Name)

Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNUAL REVIEW:**

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| **Date of Performance Review Initials of Supervisor/Employee** |
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