



YOUNG COUNTY DISTRICT CLERK

CLASSIFICATION TITLE

Part-Time Assistant \$10.00-\$12.00 per hour

SECTION I – JOB DESCRIPTION

SUMMARY:

Performs a variety of administrative, general clerical relating to court cases and files for the District Clerk Office. Work involves assisting the general public in person and over the phone; receiving, indexing and recording court case information and/or legal documents; entering and updating data into department databases; and providing copies of official court and/or legal documents to the public, courts, litigants, attorneys and other appropriate parties. Provide any other clerical duty necessary to the efficient operation of the District Clerks' office in accordance with department functions, policies and practices.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: District Clerk
2. Directs: Does not supervise any employees
3. Has constant contact with judges, attorneys, court's staff, the District Attorney's office, other county departments and the general public.

PRINCIPAL DUTIES & RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

1. Operate computer terminal for information retrieval and data entry of criminal and civil case records, and word processing.
2. Perform routine office procedures such as answering telephone, copying records as required and perform record searches of criminal and civil files.
3. Respond to inquiries about filing fees, jury excuses and civil suits.
4. Provide clerical support (scanning, filing, typing, data entry, etc), as the work load allows.
5. Perform other duties as assigned within the scope of the department.
6. Receipt and disburse daily cash transactions according to established procedures.
7. Courtroom duty, including civil/criminal non-jury docket.

INTERPERSONAL SKILLS:

1. Communicate with public, attorneys, and other employees of Young County.
2. Maintain a positive cooperative relationship with District Clerk, peers and other governmental agencies as well as public.
3. Understand and follows policies and procedures.

DEPENDABILITY AND ACCOUNTABILITY:

1. Be on time and able to work.
2. Maintain confidentiality of District Clerk's office.
3. Adhere to code of ethics sworn to in the oath of office.
4. Maintain consistent positive outlook in support of County goals and objectives as well as the Judicial District Court.

PROFESSIONAL GROWTH & PROFESSIONALISM:

1. Attend continuing education as required by law and District Clerk.
2. Dresses appropriately in office attire, clean well-kept appearance at all times.

SECTION II – JOB REQUIREMENTS

EDUCATION AND EXPERIENCE:

High school graduation or its equivalent with courses in typing, bookkeeping, and is computer literate.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to organize work, set priorities, meet critical deadlines, and follow up assignments with minimum direction. Ability to adjust to rapidly fluctuating situations. Have a basic knowledge of legal terminology. Skill in the operation of a variety of office equipment, including personal computer, typewriter, photocopier, telephone, etc. Have the ability to establish and maintain effective working relationships with judges, members of the legal profession, other governmental entities, other employees of Young County and the general public.

PHYSICAL DEMANDS:

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. While performing this job, the employee is regularly required to sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, crawl, climb or balance. Frequently lift up to 40lbs. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception and ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. While performing the duties of this job, the employee regularly works in a normal office setting. The employee is occasionally required to work in inadequate climate controls due to problems with the buildings heat and air conditioning system. An employee will occasionally encounter a hostile situation with regards to irate customers and criminal defendants. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

CERTIFICATES/LICENSE REQUIRED:

Must have a valid Texas Driver's License and an acceptable driving record or available alternate means of transportation.
Must be bondable.

This job description does not constitute an employment agreement between the employer and the 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 position falls under the provision of an "At Will" employment, and under no circumstances is the contract for employment.