

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: J.P. Court Clerk
Department: J.P. Court, Pct. 7
Reports To: J.P., Pct. 7
Salary: \$15.00/hour or greater depending upon qualifications
Application Deadline: Wednesday, February 14, 2018 @ 4:30 PM

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Answers and screens incoming telephone calls; provides information and assistance; takes messages; refers caller to appropriate person or agency when necessary; waits on the general public at the window; responds to requests for assistance and information; takes in money for fines, fees, bad check payments, etc.; writes up receipts; balances money and receipts; responds to requests; schedules weddings and other appointments for Judge; documents all traffic citations; sends out reminder letters on delinquent traffic cases; prepares instruments and paperwork for filing civil suits, small claims, felony cases, others; prepares legal documents and paperwork; assists with general filing; serves as relief for full-time personnel. Process bad checks and school truancy cases. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Personal computer/mainframe computer terminal; typewriter; adding machine/calculator; other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: High school diploma or GED; knowledge of general clerical and bookkeeping functions usually obtained by attending business school and/or extensive on-the-job training; 1 to 2 years of related job experience, preferably in a legal environment.

Knowledge, Skills & Abilities: Strong verbal and written communication skills; excellent typing skills; math computation ability; basic bookkeeping skills; excellent interpersonal skills in order to interact and cooperate with co-workers and to deal effectively with attorneys, defendants, other judges and court personnel, elected and appointed officials, law enforcement agencies, probation officers, Parks & Wildlife officers, and the general public.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; prioritizing; accuracy; attention to detail; working as part of a group; dealing with the public; flexibility in order to perform a variety of duties; performing routine, repetitive duties; working in a high volume environment; working with money. **Must be available 8:00 a.m. to 5:00 p.m., Monday - Friday.**

WORKING CONDITIONS: Work is performed primarily in a climate controlled open office environment, which is shared with three other employees and is readily accessible to the general public. Heavy office traffic may cause distraction and interrupt duties.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; duties require frequent walking and standing to wait on the public, walking to deliver/retrieve documents, paperwork, files, etc.; frequent reaching, lifting and carrying objects weighing up to 10 lbs., such as files, docket books, storage boxes.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.