

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Senior Deputy County Clerk
Department: County Clerk Office
Reports To: Courts Administrator
Salary: \$15.0278/hour or greater depending upon qualifications
Application Deadline: Monday, July 15, 2019 @ 4:30 PM

DUTIES AND RESPONSIBILITIES

Duties in the County Clerk's Office

Assist and respond to attorneys, defendants, and the general public's requested information regarding criminal misdemeanor and civil cases filed in the three County Courts at Law by person, phone, mail or fax by providing verbal, copies or certified copies of requested information. Receipt all monies pertaining to filing fees, requested copies, appeal bonds, or other such monies needed to be receipted pertaining to the misdemeanor and civil courts. Work directly with County Courts, Sheriff's Department, District Attorney's Office, Probation Department, Constables Offices, FBI, Federal Probation Department, Texas Department of Public Safety, other county's District Attorney's Offices and law enforcement agencies, and the general public. Receive for filing all misdemeanor cases and assess all court fees associated with a new case. Issue standard warrants as submitted by the District Attorney's Office. Enter for filing and assess associated fees with all returned warrants, subpoenas, and bonds in misdemeanor cases. Sign, date, seal, make appropriate copies, and disburse subpoenas accordingly. Issue all warrants as ordered by the misdemeanor courts. Enter all general motions and orders, returned commitments, resets, and judgments. Prepare all entered documents for scanning and file such paperwork in courts jackets. Review, enter, and receipt all misdemeanor cases appealed from Municipal or JP Courts. Refunds cash bonds to defendants. Perform misdemeanor and civil background checks. File and index new civil cases. File, prepare for scanning, and enter all general motions in relation to civil cases filed in county court. Prepare citations, abstracts, notices, and writs as directed in the civil suits. Enter all signed orders as entered by the Judge. Receipt money into the registry of the court. Prepare, enter and file all associated work with a Judgment Nisi, including collections. Prepares and reports monthly case load information for each of the three County Courts to the Office of Court Administration, including Probate and Mental cases. Report the monthly collection data from the two misdemeanor courts to the Office of Court Administration; work on archive restoration project after completion of daily work

Duties supporting the Criminal County Courts @ Law:

Screens incoming calls and assists with calls pertaining to court pleas; prepares, processes and distributes court associated paperwork including judgments, commitments, misdemeanor pleas of admonishment and court orders for warrants; Pulls misdemeanor files for court dockets; Assists other court personnel with fingerprinting of defendants; administers oath to defendant and witnesses for trials and hearings; Requests jury panels as needed and marks jury list from selections and strikes made by both the District Attorney's Office and the defense attorney; generates Court Appointed Attorney Orders on the Court's order and provides a copy of the order to defendant and the court appointed attorney; Reports to the State of Texas data on case dispositions; work on archive restoration project after completion of daily work. Work requires regular and predictable attendance. Performs other job related duties, as directed.

Other Job Functions: Provides assistance as necessary during elections periods; performs other job related duties as directed by the County Clerk.

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

Equipment Used: Personal computer/mainframe computer terminal; typewriter; copy machine; 10-key adding machine; other general office equipment needed.

JOB REQUIREMENTS

Education and Experience: High school diploma or GED; knowledge of general clerical and secretarial functions, including working knowledge of personal computers, usually obtained by formal education, specialized training and/or on the job training; 2 to 3 years of related job experience, preferably in a legal environment.

Knowledge, Skills and Abilities: Knowledge of Jefferson County Court forms, procedures, rules, and regulations; knowledge of accepted office practices and procedures of the courtroom; strong verbal and written communication skills; typing skills; computer skills, including word processing and data entry; skills in performing basic mathematical calculations; excellent interpersonal skills to cooperate and interact with all employees and co-workers, including the Judge, Bailiff, Court Coordinator, other court personnel, and to deal effectively with attorneys, jurors, defendants, and the general public.

WORK SITUATIONS/DEMAND/EFFORT: Work requires organizing, prioritizing; accuracy; attention to detail; working with the public; flexibility in order to perform a variety of duties; performing routine, respective duties; high speed performance; meeting frequent deadlines; working in high volume environment. Employee works independently within the established guidelines and time frame; requires assistance only with unusual, non-routine matters and situations.

WORKING CONDITIONS: Work in the County Clerk's Office is performed primarily in a climate controlled environment which is readily accessible to the general public as well as other employees. Work in support of the County Court at Law Judges is performed primarily in a climate controlled office or courtroom which is secured by the bailiff.

PHYSICAL REQUIREMENTS: Work is primarily sedentary; job duties require occasional light work, including walking to deliver or retrieve files, books, copies, etc.; reaching to retrieve files and books; lifting and carrying books and files weighing up to 35 lbs.

**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.