



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Court Clerk</b>	<b>Opening Date:</b>  <b>October 10, 2017</b>	<b>Application Deadline:</b>  <b>October 24, 2017</b>	<b>Job Posting #:</b>  <b>17146</b>
<b>Department:</b>  <b>Justice of the Peace Precinct 3</b>	<b>Starting Salary:</b> <b>\$14.60-\$16.60</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

## **INTERNAL AND EXTERNAL JOB POSTING**

**BRIEF JOB DESCRIPTION:** Under the general supervision of the Justice of the Peace, this position performs administrative and accounting support for the office of the Justice of the Peace. Work involves overseeing court administrative operations such as: preparing legal documents, maintaining dockets, and assisting with preparing cases involving the filing and disposition of various small, civil, and/or criminal claims. This position is also responsible for collecting and receipting payments, answering phones, and providing customer service to the public and various other visitors. This position impacts the accuracy, reliability and acceptability of further processes and services.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of principles and practices of general administration and management, personal computer skills, professional customer service skills, standard office policies, procedures and equipment. Ability to perform multiple tasks simultaneously in a timely manner, record and disseminate accurate information from telephone conversations and personal contact, understand and follow verbal and written instructions, properly interpret, understand and make decisions in accordance with laws, regulations and policies. Ability to operate equipment required to perform essential job functions, work independently in the absence of supervision, work in a safety conscious environment, handle exposure to potentially hostile individuals and maintain confidentiality of information encountered in work activities at all times.

**MINIMUM QUALIFICATIONS:** Previous experience performing general clerical work in an office setting; business administration, finance, accounting, management, or a related field is generally preferred; or an equivalent combination of education, training and experience. High School Diploma or equivalent. Valid Texas Driver's License.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: <http://www.co.bastrop.tx.us/page/open/3206/60/BastropCountyJobApp.pdf> Applications can be submitted online, mailed or drop off at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



*Job Title: Court Clerk*

**Department:** Justice of the Peace

**FSLA Status:** Non-Exempt

**Reports To:** Justice of the Peace

**SUMMARY:** Under the general supervision of the Justice of the Peace, this position performs administrative and accounting support for the office of the Justice of the Peace. Work involves overseeing court administrative operations such as: preparing legal documents, maintaining dockets, and assisting with preparing cases involving the filing and disposition of various small, civil, and/or criminal claims. This position is also responsible for collecting and receipting payments, answering phones, and providing customer service to the public and various other visitors. This position impacts the accuracy, reliability and acceptability of further processes and services.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Bastrop County Justice of the Peace;

Exercises no supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Maintains docket of assigned cases and enters new cases; types and updates daily entries in criminal and civil cases; transcribes information into Administrative Hearing docket books, Inquest docket books, Record of Bail docket books, and examining trial docket books;
2. Coordinates jury and non-jury trials with attorneys, plaintiffs and defendants, and notifies all parties of hearing dates, resets and continuances;
3. Maintains, coordinates and schedules appointments and meetings on an appointment calendar for the Judge; assists Judge with preparing for court proceedings and administrative tasks as required; ensures the Judge has all information necessary to prepare to hear cases;
4. Prepares, proofreads, files and indexes a variety of legal documents including affidavits, correspondence, notices, show cause letters, warrants, reports, transcripts, and appeals; prepares and processes correspondence, legal papers and documents requiring knowledge of legal format, terminology and procedures; and copies and distributes documents and correspondence to appropriate parties;
5. Receives, processes and receipts payments for fines, fees and court costs; maintains records for payments and reconciles time payment plans; and issues citations for non-payment and/or various other reasons as required;
6. Prepares and provides accurate information, monthly reports, and assistance as required to Elected Officials, Department Heads, Office of Court Administration, employees, and other County and State officials as requested;

7. Ensures that the rules governing court filings and filing requirements are followed; certifies the judgments of the Court to the proper trial courts; and assists in transferring cases between courts;
8. Serves as the Court's liaison with the Office of Court Administration, with executive and legislative branch agencies, and with informational media and their representatives; may represent the Court at business meetings, legislative sessions, conferences, and seminars or on boards, panels, and committees.
9. Provides exceptional customer service to County employees and the public, both in person and by phone; this includes placing, answering and transferring calls, greeting visitors, and providing information in a courteous and professional manner;
10. Ensures all hours worked and all leave taken by departmental staff is entered, submitted and approved in the INCODE Time Entry system for payroll processing;
11. Orders and stocks office supplies; retrieves and distributes incoming and outgoing mail;
12. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
13. Maintains confidentiality and security of all Court information and systems;
14. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Principles and practices of general administration and management;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Basic auditing and accounting fundamentals;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Record and disseminate accurate information from telephone conversations and personal contact;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional, courteous manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;

Demonstrate personal communication skills including effective telephone skills and public speaking;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

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.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Effective interaction and communication with others;

Preparing clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Previous experience performing general clerical work in an office setting; business administration, finance, accounting, management, or a related field is generally preferred; or an equivalent combination of education, training and experience.

**Education:**

High School diploma or equivalent.

**Licensing:**

Possession of a valid Texas driver's license;

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an 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 a contract for employment.*