

JOB DESCRIPTION: JUSTICE COURT CLERK

Pay Group:

EEOC CATEGORY: Paraprofessional

FLSA: Exempt

JOB TITLE: JUSTICE COURT CLERK

OBJECTIVE:

Provides support to the Judge, Chief Clerk, attorneys, and other officers of the court. Manages all secretarial duties including maintaining court records, distributing orders of the court, and preparing meeting agendas.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports To: Justice Court Chief Clerk
2. Other: Works closely with other Justice Court Clerks and County employees; has frequent contact with Atascosa County Auditor's office and Atascosa County Treasurer's office.

GENERAL STATEMENT OF DUTIES:

The Justice Court Clerk will assist the Chief Clerk in coordinating court-related activities with the Judge, County Prosecutors, Attorneys, and other related parties. The Justice Court clerk shall keep the records of the justice court and issue process. In addition, the clerk shall maintain an index of all court judgements as required by law to prepare for criminal cases arising in Justice Court. Participates in the development of work plans for the Court by providing guidance regarding the court's long range and short-range goals. Work with the Chief Clerk in identifying and implementing work methods and policies/procedures to improve court operations. Stays abreast of legislative, technical, and operational changes impacting justice court operations and takes appropriate action or recommends best practices to decision makers.

EXAMPLES OF WORK:

- Maintains a productive relationship with the Judge, chief clerk, court clerks and the public and collaborates in the development of Court procedures and related guidelines for the effective operation of the Justice Court and its' programs.
- Assists the Chief Clerk in establishing and maintaining written procedural and operational standards manual; coordinating of automated information systems; and staff development and training programs.
- Ensures that the Court's, the Judges', and the public's needs are met, and that State, County, and Court legal processes, policies, and procedures are followed.
- Ensures compliance with handling of fines, fees, and forfeitures. Ensures correct reporting and disbursement; performs all cash out functions along with other related accounting and financial activities.
- Participates in meetings with administrative counterparts in order to resolve shared operating problems and establish uniform procedures state-wide.
- Promotes open communication, teamwork, and creates a productive work environment.
- Has primary responsibility for activities in the following areas:
 - Responds to inquiries and concerns from the public; coordinates court calendar with the Judge and Chief Clerk; provides effective support to the Justice Court Judge and Chief Clerk.
- Prepares materials for each court session; may perform a variety of in-court duties.
- Maintains court dockets; setting of court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings.
- Assists the Chief clerk in maintaining liaison and coordinating court operations with representatives of allied government agencies. Responds to questions and concerns from the public and/or staff, with the ability to resolve difficult and sensitive inquiries and complaints.

- Ensures confidentiality is maintained and applied to all court documents, procedures and staff related issues.
- Maintains a positive work atmosphere by behaving and communicating in a manner that gets along with customers, clients, co-workers, judge, and supervisors.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and understanding of court clerk duties. Considerable knowledge of training and work direction; court processes and procedures, jury selection, bail procedures, and case management techniques; legal terminology and concepts; accounting practices and procedures; and data processing concepts.

Ability to: communicate effectively, verbally and in writing; establish and maintain effective working relationships with the Judge, employees, representatives of allied organizations, and members of the public.

ACCEPTABLE EXPERIENCE AND TRAINING:

Must possess a high school diploma or GED. Knowledge of modern management practices; working knowledge of computer systems; exceptional ability to deal effectively and courteously with the public and county employees; ability to write and speak effectively; and analytical writing. Justice Court professional with minimum of five (5) years of progressively responsible experience. Preferred the Certification at Level I for Justice Court Clerk or have the ability to obtain within one year of employment. Must be proficient in Microsoft Word, Excel, PowerPoint, and Outlook. Possess a valid Texas Driver's License. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Must possess or obtain within one year of employment the Certification at Level I.

JUSTICE CLERK DUTIES:

Criminal Cases:

- Prepare dockets. Post in lobby and online.
- Uphold all court files and records to ensure they stay up to date and accessible.
- Import citations from Texas Department of Public Safety and Atascosa County Constables Office.
- Manually input citations received from Atascosa County Sheriff's Office, Parks and Wildlife Office, Atascosa County Animal Control Office, and Atascosa County Fire Marshal's office into our case management system.
- Process fines, fees, and court costs from defendants.
- Provide defendant with plea sheet and information sheet regarding their citation.
- Creating judgment based on defendant's plea.
- Create a payment plan if needed.
- Present judgment/ payment plan to Judge for his approval/signature.
- When a Drivers Safety Course is requested by a defendant the Justice Court clerk will confirm that all requirements are met to present to the Judge for approval.
 - Follow up with defendant upon approval by Judge.
- When Deferred Disposition is requested by a defendant the Justice Court clerk will confirm all requirements are met to present to Judge for approval.
 - Follow up with defendant upon approval by Judge.
- Instruct parties regarding date and time of court appearances.

Civil Cases:

- Intake paperwork for Debt Claims, Small Claims, Evictions, and Repair and Remedy Cases.
- Input paperwork into our case management system.
- Prepare citations for cases.
- Provide Constables paperwork to be served.
- Process/ Receipt in payments.
- Process paperwork for outside process servers.
- Go through a debt claim checklist for default judgments.
- Instruct parties regarding date and time of court appearances.

Inquest:

- Input the inquest information into case management.
- Type official notes for inquest docket case.
- Input medical information into TXEver for processing of death certificate.
- Coordinating with the Funeral Homes.

Magistration:

- Inputting defendant's information into the PSRS System.
- Sending documents to MHMR for potential mental health referral.
- Following up with MHMR making sure defendant was assessed.
- Sending MHMR paperwork to District/Court Attorney.
- Sending Ignition interlock paperwork to SmartStart.
- Notating any bond requirements and making sure it gets sent to District Court/County Court.
- Corresponding with other Precincts regarding Release orders for fine only misdemeanors.

Administrative:

- Assist the public at the counter, by phone, and/or by email providing information about cases filed in our court, payment of fines, court settings, time payments, deferred disposition, and driver safety course.
- Review bills and invoices to present to the Judge for signature and approvals.
- Process mail received daily.
- Administer oaths when necessary.
- Complete end of month reports for County Auditor and County Treasurer.
- Present end of month reports to Judge Vaughn for approval.
- Process and submit OCA reports each month.
- Process and submit DPS report each month.
- Collect court fees and fines and record amounts collected.
- Complete a security check of the building and complete a visual inspection on the inside/outside of the courthouse.
- Assist with the development of lesson plans for Judge.
- Assist with research for Judge.
- Assist in developing training aids for Judge.
- Mentor other Court Clerks within the County.
- Coordinating with vendors.
- Check backup system is working properly.
- Monitor payments made through Online Portal.
- Required to coordinate with Edoc.
- Quarterly training sessions for Clerks and Judges in the 81st and 218th District.

Hearings/Trials:

- Keep record of court proceedings during hearing/trial.
- Prepare dockets and calendar and cases to be called.
- Record case disposition, court orders, and arrangements made.
- Input court proceeding notes into case docket.
- Instruct parties regarding date and time of court appearances.
- Search files and contact witnesses, attorneys, and litigants in order to obtain information for the court.
- Prepare and mark all applicable court exhibits and evidence.
- Open courts, calling them to order, and announcing Judge.
- Coordinating with Constable/Deputy Constable.