

# Justice of the Peace Court Clerk Lavaca County

## Job Description

### SUMMARY OF POSITION

The Court Clerk assists the Justice of the Peace by interacting with the public, answering telephones and handling a variety of clerical and bookkeeping functions in order to maintain the integrity of the Court and free the Justice of the Peace to attend to judicial responsibilities.

The Clerk is typically the first person others will come into contact when engaging the Court in official business. As such, the Court Clerk must be able, at a minimum, demonstrate the following characteristics:

Must demonstrate a professional and cooperative attitude and demeanor, and maintain a high standard of professional ethics,

Must be comfortable interacting with others to effectively make use of use of formal and informal communications as well as effectively learn, interpret and communicate complex legal policies and procedures and explain them in common terms,

Must possess a high level of initiative, a “can-do” attitude, and be able to carry out assignments and tasks without assistance and direction. Additionally, must be able to effectively multi-task and maintain an often demanding schedule and inbox.

It is not required, however it is desirable, that the applicant have experience and working knowledge in the following:

the function of the Court system at all levels, policies and procedures,

juvenile related matters, procedures and policies,

bond related matters, policies and procedures,

and any and all other items associated with the judicial matters.

### ORGANIZATIONAL RELATIONSHIPS

Your supervisor is the Justice of the Peace. Your job is NON-Supervisory position. You have regular contact with various state and local government agencies, constable offices, attorneys, Sheriff’s Department, other county departments as well as the general public.

## EXAMPLE OF DUTIES

Assists the judge in all aspects of fulfilling the duties of the office;

Maintains active docket for criminal and civil trials, administrative hearings, juvenile docket, mental commitments, inquests, and magistrations. Will coordinate interaction between court and various agencies or individuals;

Conducts initial screening of and files all incoming cases or complaints including, but not limited to civil and criminal cases, hot checks and administrative hearings;

Types correspondence, forms, reports and various legal documents needed for cases filed with the court;

Accepts criminal cases, on complaints and affidavits, entering same in the docket book;

Answers telephone and greets visitors, responding to inquiries as appropriate;

Supplies information, when appropriate, regarding case status and dispositions, trial dates, court procedures and jurisdictions;

Maintains accurate up-to-date court files, docketing all motions, payments to court, appearances, judgements, defendants statements and appeals;

Records and files inquests that have been prepared by the Justice of the Peace;

Processes and records all incoming mail, referring, writing receipts for and responding to mail appropriately;

Maintains current knowledge of relevant legislation and regulations;

Accepts money and issues receipts for payments of fines and fees and makes bank deposits;

Travel to the courthouse for trials, the post office and occasional out of town trips for training purposes;

Maintains record of money received and prepares monthly reports to be submitted to County Auditor and Commissioners' Court;

Submits monthly report of convictions to the department of Public Safety, Submits monthly report of all court activity to the Office of Court Administration and to the County Judge's assistance and the County Clerk's office for publication;

Prepares, expedites and recalls when necessary citations, warrants, summons, writs and other legal documents.

### SPECIAL SKILLS, KNOWLEDGE AND ABILITIES

General competence in computer operation. Knowledge of Word Perfect, Adobe Acrobat, Microsoft Word and basic spread sheet software. Competent use of the internet, operations of fax, copy, scanner and printing machines. Knowledge of courtroom procedures and clerical functions. Be able to apply legal terminology. Establish and maintain effective working relationships with other county employees, attorneys, judges and the general public. Demonstrate proficiency in both oral and written communication.

### EDUCATION

A high school diploma or its equivalent is required.

### CERTIFICATES AND LICENSES REQUIRED

Current Texas driver's license, ability to obtain certification as court clerk through the Texas Justice Court Training Center.

### WORKING CONDITIONS

Work is primarily indoors in a climate controlled building.