

HAYS COUNTY JOB DESCRIPTION

Job Code: 0855
Grade: 108
FLSA: Nonexempt

Prepared by: J.P. Office & Human Resources Dept
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Justice Clerk (Justice of the Peace)

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the Justice Clerk performs a variety of administrative and accounting support functions for the Justice of the Peace Office. The Justice Clerk performs a variety of clerical procedures following prescribed procedures and assists in revenue and bookkeeping services for the office of the Justice of the Peace. The work involves preparing and processing forms and orders involving the filing and disposition of civil claims, and criminal and traffic cases, as well as accepting cash and checks and issuing receipts on a daily basis. This position affects the accuracy, reliability and acceptability of further processes and services.

Responsibilities

- Prepares and processes forms and orders for civil claims, and criminal and traffic cases. These cases may include hot check cases, nuisance violations, evictions, animal control, alcoholic beverage commission cases and school truancy cases.
- Sets court dates, hearing and trials, including jury trials.
- Coordinates court dates with attorneys and police officers.
- Prepares and processes a variety of official documents such as citations, judgments, warrants, complaints, affidavits, routine reports, subpoenas, notices, jury lists and form letters.
- Assists customers in person and on the telephone, explaining procedures, fines and forms, and responding to inquiries on case status.
- Performs receptionist duties, which involves greeting customer, answering telephone, taking messages and making appointments and reservations.
- Checks and verifies warrants, outstanding tickets and affidavits.
- Reconciles receipts for the money deposited.
- Makes bank deposits.
- Prepares and prints Distribution Summary Reports.
- Administers the activities regarding revenues, receipts and deposits.
- Collects and receipts all revenues both hand delivered and mailed such as fines and fees.
- Closes out daily receipts and submits daily report.
- Performs bookkeeping functions such as collecting fees and fines, issuing receipts, issuing restitution payment, reconciling cash receipts and preparing bank deposits.
- Performs office duties such as notarizing documents, witnessing signatures, ordering office supplies, copying and filing documents.
- Prepares and maintains file folders.
- Assists with data entry.
- Certain positions translate in Spanish, run errands, answer phones and do filing for other offices in the building.
- Assures the services delivered meet quality and timeliness standards.
- Communicates all changes and problems to the Justice of the Peace.
- Responds to telephone inquiries from individuals with questions.
- Directs and screens telephone calls to the other members of the office.
- Prepares appropriate revenue reports upon request.

- Performs other duties as assigned.

Knowledge Required

- Exceptional knowledge of Hays County Justice Court regulations, policies, and procedures.
- Exceptional knowledge of federal, state and local laws related to traffic, criminal procedure, civil procedure, family code, penal code juvenile laws and plumbing license laws.
- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- Exceptional knowledge of court clerk procedures and processes.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of modern business office practices and procedures.

Required Skill

- Exceptional skill in money handling.
- Exceptional skill in performing court clerk procedures and processes
- Exceptional skill in reading, understanding and following court policies and procedures.
- Exceptional skill in establishing and maintaining effective working relationships with County staff, outside agencies, and the general public.
- Exceptional skill in customer service.
- Exceptional skill in reception, telephone etiquette and customer relations.
- General skill in basic bookkeeping and report preparation.
- General skill in documenting, reading, understanding and maintaining various records.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General organizational skills.
- General skill in project management.
- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General typing skill of 50 wpm or greater.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or equivalent.
- Requires three years clerical, bookkeeping, money handling or directly related experience.

Other Qualifications, Certificates, Licenses, Registrations

- Justice Court Clerk Certification received through Texas Justice Court Training School preferred.
- Prefer bilingual (Spanish and English).
- Prefer Notary Public Certification.
- Prefer working knowledge of civil aspects of the law.
- Prefer prior experience as a judicial clerk.
- Ability to maintain continuing education requirements for the State of Texas.
- Ability to be bonded.

Supervision

- The Justice Clerk is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, conformity to policy and procedure and adherence to instructions.
- The Justice Clerk is responsible for carrying out recurring assignments independently.
- The Justice Clerk may assign work to others, review their progress and train other employees in other offices.
- The Justice of the Peace assists this position with deviations, problems and unfamiliar situations.

Guidelines

The Justice Clerk must use judgment in interpreting and adapting guidelines to apply them to specific cases or problems. This position must have a strong work ethic. The Justice Clerk must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the general public. The Justice Clerk meets with contacts in a structured setting at a Hays County facility. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment

While performing the duties of this job, the employee works in a regular office setting. The work involves high risks with exposure to dangerous situations similar to everyday risks or discomforts requiring normal safety precautions typical of jail or courtroom settings or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: