

HAYS COUNTY JOB DESCRIPTION

Job Code: 0454
Grade: 108
FLSA: Nonexempt

Prepared by: District Clerk & Personnel
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Deputy Clerk II

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 direct supervision, the Deputy Clerk II performs a variety of administrative, general clerical, bookkeeping services and categorizes documents, exhibits, report's records and confidential records relating to court cases and files for the District Clerk office. The work involves performing micrographic work for the preservation and archiving of permanent records. This position also assists District Judges in the courtroom by ensuring the courtroom proceedings run efficiently and effectively. The product of the employee's work affects the operation of the department that may include the well being of persons that are not employed in the department.

Responsibilities

- Performs routine office procedures such as answers telephone, accepts payments, issues receipts, processes mail, photocopies, scans documents and locates files and case information for attorneys, District Attorney, parole officers, state agencies and the general public.
- Assists customers and callers regarding District Clerk filings and directs them to the appropriate office or staff.
- Operates personal computer to enter and retrieve information.
- Files paper and electronic court documents.
- Reviews, processes, sorts, and organizes paper and electronic documents and instruments received for filing daily.
- Prepares and issues a portion of civil and criminal process, notices, and criminal court writs.
- Reviews and processes Bureau of Vital Statistics forms to send the State.
- Performs searches and locates and retrieves information for attorneys, District Attorney, Attorney General and the public.
- Copies and certifies documents.
- Maintains exhibits for fast retrieval and secure storage.
- Re-shelves files and prepares additional files for extension of existing file.
- Organizes file room space.
- Prepares archival records and old files for records management.
- Assists with courtroom duties including civil and criminal non-jury docket and selection of jurors.
- Administers oaths as necessary to witnesses and interpreters, juries and defendants in criminal cases.
- Maintains docket entries for District Court.
- Perform other duties as assigned.

Knowledge Required

- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percents.
- Exceptional knowledge of court rules and District Clerk's manual.
- Exceptional knowledge of legal terminology and requirements of cash management.
- General knowledge of Hays County regulations, procedures and fiscal policy.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of assigned department forms, rules, procedures and guidelines.
- General knowledge of department codes.

- General knowledge of modern business office practices and procedures.

Required Skill

- Exceptional skill in maintaining basic accounting records.
- Exceptional skill in establishing and maintaining effective working relationships with County staff and attorneys, litigants, defendants, Court Administrator's Office and other Courthouse offices, judges, witnesses, police departments and the public.
- Exceptional skill providing information and assistance to the assigned office staff and customers.
- Exceptional skill in reception, telephone etiquette and customer relations.
- Exceptional skill in preparing a variety of documents using prescribed format and conforming to all the rules.
- General skill in basic mathematical calculations.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

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

- Requires High School degree or equivalent.
- Requires six months secretarial, office or bookkeeping work experience, preferably in a judicial or legal setting.

Other Qualifications, Certificates, Licenses, Registrations

- Class C driver's license.

Supervision

- The Deputy Clerk II is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness.
- The Deputy Clerk II is responsible for carrying out recurring assignments independently.
- The Supervisor assists this position with deviations, problems and unfamiliar situations.

Guidelines

The Deputy Clerk II must use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making deviations to adapt the guidelines to specific cases. The employee may also determine which of several established alternatives to use and consult supervisor with situations when existing guidelines do not apply. This position must have a strong work ethic. The Deputy Clerk II 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 in obtaining clarifying or giving facts to county employees and members of the outside public who are generally cooperative. The Deputy Clerk II meets with contacts in a structured setting at Hays County facilities.

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 regularly works in a regular office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, 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: