

Trinity County, Texas

Job Title: Court Clerk – Part-Time Position

Department: Justice of the Peace, Precinct 4, Apple Springs, Texas

Position Summary

The purpose of this position is to assist the public by processing criminal, civil and traffic cases; maintain court docket; collect fees and provide clerical support to the Justice of the Peace Office, Precinct 4, located in Apple Springs, Texas. This position provides customer service in person and over phone, processing citations and performing data entry related to case and court information and collecting fees.

Essential Functions of the Job:

- Process civil court cases from filing to disposition.
- Enter traffic and non-traffic citations.
- Collects fines, fees and other money payments in criminal and civil cases. Maintains records of payments and reconciles time payment plans.
- Process incoming please, requests for fine payments, driving safety courses, deferrals, and other requests.
- Prepare payment plans for defendants and community service orders for criminal cases.
- Coordinate hearing dates, thus preparing and mailing hearing notices to litigants in criminal and civil hearings.
- Docket jury trials for criminal and civil cases and assist in courtroom during trials.
- Prepare monthly reports for the Office of Court Administration (OCA).
- Prepare and submit monthly deposits of funds and reports to the County Auditor and Treasurer.
- Perform research to legal questions.
- Order and maintain adequate office supplies, documents, and forms required for the office.
- Operate a variety of office equipment for job performance.
- Prepares, delivers, receives and processes mail and other correspondence sent to the Justice Court.
- Answers department telephones, assists callers with questions regarding filed cases, provides general information, without providing legal advice; takes messages.
- Prepare arrest warrants, criminal summons, and subpoenas.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws.
- Knowledge of Court procedures and legal terminology.
- Knowledge of content and purpose of various documents processed in the court.
- Ability to maintain clerical records and provide reporting for such records.
- Ability to provide customer service with tact, courtesy and discretion with disruptive customers.
- Ability to maintain confidential information.
- Ability to use computer for data entry and accounting purposes.
- Knowledge of and ability to use Microsoft office products such as Excel and Word.
- Ability to effectively communicate verbally and in writing.
- Ability to make decisions in accordance with policies and procedures.
- Ability to effectively interact with other the general public and County personnel.
- Ability to operate a 10-key calculator.

Minimum Qualifications

- High School diploma or G.E. D.; Supplemented by one (1) to two (2) years previous experience or training that includes court procedures and clerical operations.
- Experience with personal computer, Microsoft and other office equipment.
- Must possess a valid and eligible Texas driver's license.
- Bondable

Working Conditions

Position is located in an office environment with little or no exposure to environmental conditions. Health and safety hazards are minimal. Fine dexterity, hearing, talking and vision are constantly required. Frequently sitting, reaching, handling, pushing and pulling are required. Occasional standing, walking, lifting, carrying, kneeling, and bending are required.

TRINITY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER