

\$25,535.94 a year **DELTA COUNTY** **Justice of the Peace Court Clerk

****APPLICATION PROCESS****: Return completed applications by closing date either in person to Hon. Shannon McCulloch Justice of the Peace 200 W. Dallas Ave., Cooper, Texas 75432. Completed applications may also be emailed to delta-jp@deltacountytx.com with the subject listed as "Application for Employment".

****Posted: Tuesday, January 29, 2019**** ****Closing Date: Tuesday, February 5, 2019 by 5:00 pm****

****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. This is accomplished by providing customer service in person and over phone, processing citations and performing data entry related to case and court information and collecting fees.

****ESSENTIAL JOB FUNCTIONS****: •

- Provides clerical support and customer service in person and on the telephone
- Types/creates correspondence and forms
- Posts weekly dockets
- Notarizes documents / Witnesses signatures
- Performs 10-key calculations
- Files, copies and faxes documents
- Assists the public with navigating the website
- Clears court licensing holds
- Communicates with Judge regarding daily operations.
- Provides courtroom support by preparing the courtroom before trials; ensures doors are open and seats are available for plaintiffs and defendants
- Processes citations from Delta County Sheriff's Office, Department of Public Safety, Constable and Game Warden
- Processes civil suits, evictions, small claims, debt claims, and magistrations; emergency protective orders, mental commitments, interlock, bench warrants, criminal and traffic warrants
- Maintains and stores all criminal and traffic case records and all other related paperwork such as receipts and open records requests
- Prepares cases for hearings; pretrial; attorney docket; bond hearings; show cause hearings; prepares for jury trials and trials by court
- Prepares court docket by setting cases for hearings and summoning defendants, attorneys and bonding agencies; sends notices for pretrial, bond, jury trial, trial by court, attorney docket, minor court and show cause hearings
- Processes payments for citations and civil suits by phone and in person
- Requires data entry of citations, pleas, deferred applications, and emergency protective orders.
- Generates reports of past due cases and cases in warrant status to send to collections and Omni database; sends out warrant notifications on past due cases.

- Prepares cases for warrant; prints warrants; copies warrants and citations for the Sheriff's office; clears warrants after receipt of bond or payment; recalls warrants from the Sheriff's office as requested.
- Provides proper notifications regarding emergency protective orders to victims; schools and police agencies.
- Process daily deposits by balancing cash, checks, money orders and credit card payments
- Attends annual training to maintain knowledge of rules and procedures.
- Performs other duties as assigned.

** KNOWLEDGE, SKILLS, AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required

- Knowledge of the legal and justice court processes and procedures.
- 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 effectively communicate both orally and in writing and to maintain confidentiality
- Ability to provide customer service with tact, courtesy and discretion with disruptive customers.
- Ability to use computer for data entry and accounting purposes.
- Basic knowledge of Microsoft office products such as Excel, Word and Outlook
- Strong organizational skills
- Must have a high school diploma (or GED certificate)
- Working knowledge of business machines. Fax, Copier, Typewriter, Scanner.
- Excellent knowledge of business practices and English Grammar.
- Ability to file alphabetically and numerically.
- Establish and maintain constructive and cooperative interpersonal relationships in a pleasant, professional manner with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff outside entities and other individuals, as applicable to the essential duties and responsibilities.
- Must be able to work under pressure in a high volume office, produce accurate work and meet established deadlines.
- Must be mature, dependable, resourceful and able to work independently.

PHYSICAL DEMANDS:

Position involves sitting at a desk or other workstation, typing, filing, making copies, standing, phone conversation and communicating to other county personnel, elected officials, external agencies and the general public; Occasionally required to lift up to 10 lbs.

This position typically requires fingering, talking, hearing, seeing, grasping, standing, walking, and repetitive motion.