

Employment Opportunity
Llano County Justice of the Peace, Pct. 2
Part Time Clerk

Llano County is accepting applications for a part-time clerical/court clerk. This is a part-time position which requires up to 29 hours per week. Duties include but not limited to; data input, answering phones, filing records, money handling transactions, and communications with the public both in person and verbally

Job Location. 8347 W RR 1431, Buchanan Dam, Texas

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the County Clerk's Office @ 325-247-4455

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Description: Justice Court Clerk PT Base: FLSA: Non-Exempt

Department: JP2 EEO: 06 Administrative Support Reports To: Pct. 2 Judge

Summary:

The Court Clerk will perform a variety of clerical duties to provide support for the Justice of The Peace for Llano County in accordance with office procedures and rules of criminal and civil procedures. Must perform independently within the department's policy and procedures, referring administrative problems to the Judge.

Essential Duties and Responsibilities:

- Collect, count and disburse money from fines and fees for Justice Court
- Perform basic bookkeeping, recording transactions of financial records and preparing a weekly deposit
- Communicate with the public including defendants, Elected/Appointed Officials and County employees, etc., in person, by phone, email or otherwise
- Verify pleas and explain information regarding options for defendant's offenses
- Explain procedures for filing civil suits
- Notify Constable of Court dates
- Address complaints, take messages and direct them to the proper agencies, return calls as needed, screen phone calls and keep current notes in file jackets and in computer keeping all records current
- Set appointments for the Judge with defendants and/or Juveniles with parents or guardian
- Create civil suits in the computer, compile all related records, organize and set hearing dates, mail out notices and judgments to appropriate parties, dispose and file
- Assist the Judge in handling all matters before the Court; in the office or in trials during hearings
- Create any new class C misdemeanor tickets and complaints in the computer, compile all related records, send out notices for trials and hearings
- Operate office machines such as computers, phone systems, copier, fax machines and calculators. Must leave message on phone for any Jury trials that have been scheduled, to either appear as required or has been cancelled. Leave messages for any holiday closings
- Keep custody of Court records including, traffic docket, criminal docket, Parks & Wildlife docket, small claims docket, Justice Civil docket, Evictions, Community Service, Non-traffic and magistrate warnings and financial county and state reports.
- Maintain OCA and Collections and Disbursements report monthly
- Open, sort and distribute Incoming mail, answer correspondence and prepare outgoing mail
- Maintain warrants within the Omni base system

- Process and prepare official documents for the court in the form of letters, notices, subpoenas, citations, warrants, monthly reports and OCA reports online
- Maintain and update mailing addresses and case information using the computer and notation
- Review files, records and other documents to respond to public requests, Attorneys, Judges and other entities that deal with Court
- Regular attendance and timeliness are required

Additional Responsibilities:

- Attend specialized training annually with TJCTC
- Train new employees
- Run errands for the office including going to the bank for change and post office as needed
- Any other duties as assigned within the scope of the department

Minimum Requirements:

- High School Diploma or GED
- A valid Texas drivers' license
- Proper business attire

Experience and Skills:

- Requires knowledge of principles and processes for providing customer service
- Office experience with computer software knowledge and typing skills required
- Requires knowledge of administrative and clerical procedures and systems such as word perfect, windows, copy machines, fax machines and calculator
- Manage and maintain files and records and completing forms and reports and other office procedures
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Requires knowledge of basic arithmetic including adding, subtracting, multiplication, division and percentages
- Requires knowledge of basic bookkeeping and accounting principles and practices including banking and reporting of financial data
- Must be an active listener and give full attention to what other people are saying
- Must understand written sentences and paragraphs in work related documents
- Must be able to verbally communicate with others, to convey information effectively and in writing
- Must be able to concentrate on a task over a period of time without being distracted. Learn working effectively, doing multitasks at different times and answer incoming calls and assist walk-ins
- Must be bondable to become a notary public for the State of Texas as a Court clerk if required by the Judge

Working Conditions and Physical Demands:

The physical demands are those listed that must be met by an employee to successfully perform the duties of this position.

- The employee is frequently required to talk, see, sit, kneel, walk, use fingers to type and handle paperwork.
- The employee is required to sit for prolonged periods of time.
- The employee must be able to lift up to (40) forty pounds occasionally
- Specific vision required by this job includes up close and distance vision
- Office environment setting
- Low to moderate noise level
- Must be able to lift up to (20) twenty pounds
- Sitting for prolonged periods of time
- Exposure to computer screen

This job description does not constitute an employment agreement with Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date