

**Llano County
Employment Opportunity
JP4
Justice Court Clerk P-T – 15.75/hr.**

The Llano County JP4 is accepting applications for a part-time Justice Court Clerk. This is a non-exempt position, under the direction of the Pct. 4 Judge. This position requires 24hrs. per week. Responsibilities include, but are not limited to, providing administrative support to the Llano County court system, processing payments of fines and fees, as well as warrants and cases set on trial dockets.

Other requirements may include going to the Post office, maintain court calendar, and maintain and balance cash drawer daily. Candidate must have knowledge of the Penal Code, Code of Criminal Procedure, Texas Motor Vehicle Laws, Texas Alcoholic Beverage Code, Texas Education Code and Texas Parks and Wildlife laws. Must maintain effective oral and written communication skills.

Job Location: Llano County Law Enforcement Center, 2001-B, N. Hwy. 16, Llano, Texas 78643
Job open: until filled

Benefits include: Retirement

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 Llano County JP4 office @ 325-247-3178.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Justice Court Clerk PT

Base: \$15.75/hr.

FLSA: Non-Exempt

Department: JP4

EEO: 06 Administrative Support

Reports To: Pct. 4 Judge

Summary:

Provide administrative support to the Llano County court system. Process payments of fines and fees, warrants and cases set on trial dockets. Assists Judge by processing documents and attending court proceedings. Must be able to perform satisfactorily by multi-tasking and have the ability to deal effectively and professionally with people in a high traffic office. Must be able to handle a wide variety of situations with professionalism and discretion.

Essential Duties and Responsibilities:

- Goes to the Post office daily and processes daily mail
- Maintain court calendar and schedules court cases
- Provides administrative support to the Judge
- Maintain and balance cash drawer daily
- Review and responds to correspondence from defendants, attorneys, citizens, law enforcement and the Judge
- Process citations from law enforcement officers
- Process payments, bonds, judgements and court orders
- Prepares and finalizes all Justice Court dockets
- Prepare warrants for issuance by the Judge
- Provide customer service by phone, email, fax and in person
- Reconcile and complete monthly collections and disbursement report
- Ensure all office equipment is working
- Order office supplies
- Train new employees
- Process civil cases including evictions, small claims, debt claims, landlord repair and remedy
- Ensure that all fees and fines are up to date according to OCA rules
- Other duties as assigned

Qualifications:

- High School diploma or GED
- Level 1 Court Clerk Certification
- Valid Class C driver license

Knowledge and Skills:

- Must have knowledge of the Penal Code, Code of Criminal Procedure, Texas Motor Vehicle Laws, Texas Alcoholic Beverage Code, Texas Education Code and Texas Parks and Wildlife laws
- Accurate typing/data entry
- Must have effective oral and written communication skills
- Must have excellent reading comprehension and basic knowledge of computers

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

- Required to frequently talk, see, sit, kneel, walk and the use of fingers to type and handle paperwork
- Required to sit for prolonged periods of time
- Must be able to lift at least (1) one box of copy paper
- Specific vision required including up close and distance vision
- Office environment setting
- Low to moderate noise level
- Exposure to computer screen

This job description does not constitute an employment agreement between 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