

## Job Description: CLERK

Class No.	704	Department:	Justice of the Peace, Pct. 3
Position No.	453-8700	EEOC Category:	Administrative. Support
Pay Group:	12	FLSA:	Non-exempt

### SUMMARY OF POSITION

This position provides a variety of accurate, general clerical support work requiring the application of various moderately complex work methods and procedures in accordance with the laws and regulations governing the office of Justice of the Peace Pct. #3 and Constable, Pct. #3..

### ORGANIZATIONAL RELATIONSHIPS

This position reports to the Justice of the Peace or the Office Manager. This is a non-supervisory position that has regular contact with other county employees, the general public, with other county departments, public schools, and with local, state, and/or federal agencies.

### EXAMPLES OF WORK

#### Essential Duties\*

- Coordinates use of courtroom with other government entities;
- Enter citations (tickets) into the system that are received from DPS, Sheriff's Office, Game Wardens, and 24<sup>th</sup> & 25<sup>th</sup> Judicial District Narcotics Task Force;
- Type correspondence, reports, bills, vouchers, dockets, receipts, schedules, requisitions, notices, court waivers, discharge forms, jury lists, felony warrants, death certificates, notice of hearings, evictions, small claims, and/or other documents and materials;
- Maintain records of daily receipts and prepare reports for County Treasurer;
- Checks, analyzes, and classifies or alphabetizes materials, conducting limited research when necessary;
- Performs a variety of clerical functions as needed, including making copies, posting information, faxing, answering phones, answering questions to the best of my knowledge, etc. for both Justice of the Peace, Pct. #3 and Constable, Pct. #3;
- Mails forms and/or materials to requesting persons, agencies, firms, or organizations;
- Receive payments and issues receipts for fines, judgments, evictions, small claims and civil cases, and service fees for Constable Pct. #3;
- File information in established files, removes files upon request, and match files with reports or correspondence as requested;
- Takes information from the public to be used in completing felony complaints, warrants, evictions, small and civil cases, birth and death certificates or other legal documents;
- Issues warrants, citations, writs, or other legal documents in accordance with departmental rules and regulations;
- Operates a typewriter, scanner, calculator, fax machine, copier, computer, postage meter and/or other office machines;
- Open, sort, and distribute mail, record payments and legal documents from attorneys, process incoming and outgoing mail and order office supplies;
- Generate and maintain EPO's (Emergency Protection Orders) and distribute to local agencies.
- Attend yearly training from Texas Justice Court Center
- Performs receptionist duties, including answering the telephone, directing calls, taking messages as necessary, answering questions, and greeting the public;

- Orders office supplies

#### Other Important Duties\*

- May pick up and deliver mail or other documents within the county; and
- Performs such other related duties as may be assigned.

CLASS NO. 704 (Continued)

#### OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics 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 of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 10 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*Knowledge of:* business English, spelling, punctuation, and arithmetic; and standard office practices and procedures.

*Skill/ability to:* understand and follow instructions; operate or learn to operate a computer using standard work processing, data inquiry, or spreadsheet software packages; establish and maintain effective working relationships with other county employees, officials, and the general public; type accurately at a speed of at least 45 words per minute; and maintain appropriate necessary certifications.

#### ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from High School or a General Education Development (GED) certificate is required, plus at least six months of typing and general clerical work experience, preferably with a governmental entity; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

#### CERTIFICATES AND LICENSES REQUIRED

Notary Public and Certificates from Texas Justice Court Training showing completed hours of training, and must be bondable.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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704-CLERK**

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.