**JOB SUMMARY**

Reporting directly to a Court Administrator, the Court Clerk I is responsible for a variety of administrative and customer service duties in support of the Justice of the Peace Court, including preparing and processing forms and orders involving the filing and disposition of civil claims and criminal and traffic cases.

**EXAMPLES OF WORK PERFORMED**

* Performs detailed legal procedures associated with the receipt, review, processing and maintenance of court documents and case files
* Provides customer service and directs incoming calls, faxes and mail
* Performs extensive data entry and maintains database
* Utilizes legal reference materials to perform research related to current laws and procedures
* Schedules court hearings and processes related documents
* Serves as courtroom clerk, when necessary
* Attends all meetings and trainings, as required
* Performs special duties as assigned

**Criminal Clerk Assignment:**

* Performs transactions related to citations, warrants, pleas, booking sheets and time-served requests
* Receives and processes payment of fees/fines, issues receipts and records dispositions
* Manages a cash drawer at high-volume window, balances drawer and prepares deposits
* Recalls warrants and disseminates notifications

**Civil Clerk Assignment:**

* Prepares varied legal documents including citations, writs, motions, subpoenas, orders, judgements and abstract of judgements
* Processes evictions, small claims, debt claims, bond forfeitures, appeals and transfer of venues

**ORGANIZATION RELATIONSHIPS**

* Reports directly to – Court Administrator
* Direct Reports – No

**PHYSICAL DEMANDS**

* Position involves prolonged sitting at a workstation, prolonged reading, visual examination of documents, reaching, walking, twisting, bending, repetitive motions and standing
* Position involves occasional lifting and carrying of up to fifty (50) pounds and exertion of up to twenty-five (25) pounds of force to move objects

**ENVIRONMENTAL FACTORS**

* Work is primarily indoors in an air-conditioned environment
* High-volume court with stressful situations
* Interaction with persons accused or convicted of crimes

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.*

**MINIMUM QUALIFICATIONS**

* High school diploma or equivalent
* One (1) year of clerical experience
* One (1) year cash-handling experience
* Working knowledge of specific job-related technology

**PREFERRED QUALIFICATIONS**

* Three (3) years of clerical work experience
* Three (3) years of cash-handling experience
* Work experience in a court or legal setting
* Experience with Odyssey Navigator
* Bilingual (Spanish)

**EMPLOYMENT TESTING**

Employment is contingent on passing any post-offer pre-employment screening as listed below:

* Criminal background check: Yes
* Motor Vehicle Record check: Yes
* Drug screening: No
* Physical exam: No
* Psychological exam: No
* Additional: N/A

**IRREGULAR HOURS**

* Work outside of the regular office hours (Monday-Friday) may be required

**TOBACCO FREE WORKPLACE POLICY**

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson

County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

**SUPPLEMENTAL INFORMATION**

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act and Uniformed Services Employment and Reemployment Rights Act (USERRA).  If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision number** | **Description** | **Entered by** | **Effective Date** |
| 0000 | New issue – Salary Survey FY19 Cycle 2B | Jodie Gay | 01-2020 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |