

WEBB COUNTY JOB DESCRIPTION

TITLE: Court clerk
DEPARTMENT: Justice of the Peace Pct. 1 Pl.2
SLOT NUMBER: 2762
REVISION DATE:

JOB SUMMARY:

Assists the civil department in performing all the duties required for the department.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer and direct all calls to appropriate personnel, using a multi-line telephone system.
- Performs basic clerical tasks such as filing, sorting, copying, typing, inputting and imaging.
- Greet the public and direct customers to their appropriate departments.
- Understand and provide routine information within specified civil inquiries in person, and or over the telephone.
- Assisting in assessing, receiving and disposing of all civil cases on a day to day basis.
- Must assist the Civil Court Coordinator in carrying out any and all duties relating to civil cases including preparing Justice Court citations, court orders, and substitute service orders.
- Must enter all civil cases in docket book.
- Provide notices of court dates to defendants.
- Assisting in filing criminal complaints with appropriate departments.
- Schedule weddings.
- Maintains a professional, courteous, and responsible demeanor
- Dependable- remains conscientious, accurate and reliable.
- Be organized and responsible.
- Performs other duties as assigned by Justice of the Peace Pct. 1 Pl.2

QUALIFICATION STANDARDS:

- Must possess a high school diploma or GED
- One to two years experience in clerical, office environment, or related area.

SKILLS AND ABILITIES:

- Ability to communicate in English and Spanish.
- Must have proper phone etiquette.
- Must have knowledge of standard office equipment including personal computer and software programs.

PHYSICAL REQUIREMENTS:

- Must be able to lift 30-50 lbs (boxes, files, and other small equipment or devices)

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Webb County Drug and Alcohol Policy apply to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY: Justice of the Peace Pct.1 Pl.2

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE