

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: SENIOR DEPUTY CLERK (JURY CLERK)

DEPARTMENT: CENTRAL JURY ROOM

SLOT NUMBER: 298

REVISION DATE:

JOB SUMMARY: The Senior Jury Clerk will prepare jury panels, excuses and payment to all jurors including petit and grand jury. The Senior Jury Clerk will work in conjunction with the District Clerk's Office to lend administrative support. The Senior Jury Clerk is responsible for the training of new Deputy Clerks and other clerks that volunteer or are assigned to the Central Jury Room.

CHARACTERISTIC/ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the preparation of documents for polling/selecting jurors (Petit Jurors and Grand Jurors)
- Communicating with IT Department, Judge's office, and Sheriff's Department for the preparation of releasing jury summons.
- Prepare and release jury summons on a timely manner.
- Assist in addressing potential jurors before qualification process
- Prepare jury panels for courts
- Respond to telephonic inquiries
- Assist public approaching window
- Assisting jurors when requesting to be rescheduled and/or claiming exemptions or excuses
- Input rescheduled date and excuses into the system
- Responsible for scanning jury summons
- Responsible for the preparation of copies of the juror's summons which are attached to all jury panels
- Communicating with software vendor
- Greeting jurors at the Central Jury Room
- Assist in collecting jury summons verifying they are completely filled out
- Assisting the Judge during qualification process in order to keep an accurate list of present jurors
- Distributing and collecting handouts to jurors
- Communicating with all courts (District Courts, County Courts at Law and J.P. Courts) confirming number of panels requested on Jury Day
- Distribute and collect Jurors Pay Donation Form
- Balance, issue and mail checks to all jurors in a timely manner
- Assist in Reconciling bank statements
- Prepare daily cash reports on Jury donations to submit to the Treasurer's Office
- Prepare and deliver/mail monthly reports to the Secretary of State, D.A.'s Office and

Voter Registration Office

- Responsible in keeping track of upcoming dates for the uploading of the Jury Wheel
- Any and other duties directed by the District Clerk.

QUALIFICATION STANDARDS:

- Must have a High School Diploma or GED.
- Must have experience in clerical functions of the Judicial System.
- Must be able to type 45 w.p.m.

SKILLS AND ABILITIES:

- Ability to communicate in English and Spanish.
- Must have thorough knowledge of clerical and bookkeeping procedures involved in processing, recording and preparing complex legal documents, instruments, records and reports related of the operation of County Courts at Law and District Courts.
- Must have knowledge of the Texas Rules of Civil and Criminal Procedure and other related regulations and codes.
- Must have knowledge of courtroom procedures.
- Must have knowledge of legal terminology.
- Ability to operate office equipment, computers, and software related to operation of the District Clerk's Office.
- Ability to make complex arithmetic computations rapidly and accurately.
- Ability to establish and maintain effective working relationships with justices, members of the legal profession and the general public.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) 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:

- Supervised directly by Chief Deputy.

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



CERTIFIED
FEBRUARY 21 2018
By Webb County
Civil Service Commission

Deputy District Clerk District Clerk's

DC/08
Pay Grade: 10

JOB SUMMARY

The Court Clerk is responsible for Civil and Criminal pending files and the processing of files accordingly. The Court Clerk will work in conjunction with the District Clerk's Office and will report to the Supervisor.

MAJOR DUTIES

- Maintains constant availability for Court appearances if called and attends court sessions when needed and called.
- In the absence of the bailiff, announces the judge in open court and assists in such other manner as needed.
- Administers oath to litigants.
- Assembles and delivers to Court before hearing or trial appropriate cases files, docket sheets, jury panels list, etc.
- Prepares and issues subpoenas, warrants, attachments, precepts, citations, abstract of judgment, writs of executions, orders of sales or other legal instruments as authorized by the court records, makes entries of each issuance on docket sheet and/or fee card.
- Prepares and delivers various legal documents and instruments to the judge for approval and signature.
- Assists District Clerk in jury service.
- Responds to telephone inquiries from attorneys and other interested parties regarding court costs and information related to a case or prospective case before the court.
- Prepares and submits Monthly Court Reports to office of court administration and various reports regarding court transactions.
- Responsible for recording all charges for court orders and judgements issued by the court, prepares costs bills, and mail to various parties.
- Responsible for maintenance and process of drop docket, processing necessary paperwork to remove cases from the dockets after specified waiting periods with no activity on the case.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Ability to communicate in English and Spanish.
- Must have knowledge of the clerical procedures involved in processing, recording and preparing complex legal documents, instruments, records and reports related to the operation of the Clerk's Office.
- Must have knowledge of the Texas Rules of Civil Procedure and other related regulations and codes.
- Must be knowledgeable in legal terminology.
- Must be knowledgeable in office equipment, computers, and software, related to the operation of the County Courts at Law and District Courts.
- Ability to make complex arithmetic computations rapidly and accurately.
- Ability to establish and maintain effective working relationships with staff, members of the legal profession, and the general public.

SUPERVISORY CONTROLS

Responsible for providing clerical and customer service support for the operations of the District Clerk's Office

GUIDELINES

Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related customer service and clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to participate in the provision of clerical and customer service support. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, court personnel, jurors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts heavy objects.
- The work is typically performed in an office.
- Must be able to work outdoors as needed.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Must have a High School Diploma or GED from an accredited institution.
- Must have two (2) years' experience in clerical functions.
- Two (2) years' experience in the legal field preferred.
- Must be able to type 35 wpm.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* under Civil Service; however, all other Webb County policies apply.

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's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date