



**CERTIFIED**  
**OCTOBER 17 2019**  
By Webb County  
Civil Service Commission

## **Judicial Clerk**

### Pretrial Services

PTS/5  
Pay Grade: 11

#### **JOB SUMMARY**

This position is responsible for providing clerical support for assigned court operations.

#### **MAJOR DUTIES**

- Assists with initial court proceedings related to Pretrial Services and the appointment of attorneys.
- Prepares documents for court proceedings.
- Coordinates and completes defendant interviews.
- Gathers defendant financial information.
- Assists the presiding judge in the appointment of attorneys.
- Assists attorneys with question regarding defendant information.
- Scans magistrate packets and bail bond documents.
- Organizes and inputs data to a computerized database.
- Prepares and indexes magistrate packets; forwards packets to appropriate personnel.
- Contacts and advises attorneys of detention hearings.
- Perform any other duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of court, county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of standard office equipment.

- Skill in oral and written communication.
- Ability to communicate in English and Spanish; preferred.

#### SUPERVISORY CONTROLS

The Pretrial Services Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with instructions, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include court, county and 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 clerical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for assigned court operations. Successful performance contributes to the efficiency and effectiveness of those operations.

#### CONTACTS

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

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing or walking.
- The work is typically performed in an office and a courtroom.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- A minimum of 30 college credit hours from an accredited college or university preferred.
- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

