



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Deputy District Clerk I</b>	<b>Opening Date:</b>  <b>May 11, 2017</b>	<b>Application Deadline:</b>  <b>May 25, 2017</b>	<b>Job Posting #:</b>  <b>17118</b>
<b>Department:</b>  <b>District Clerk</b>	<b>Starting Salary:</b> <b>\$15.00-\$17.00</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

## **INTERNAL AND EXTERNAL JOB POSTING**

**BRIEF JOB DESCRIPTION:** Under the direct supervision of the District Clerk, this position performs a variety of administrative, general clerical, and technical services; categorizes documents, exhibits, reports, records confidential records relating to court cases, passport applications, and files for the District Clerk's office. This position assists District Judges in the courtroom by ensuring the courtroom proceedings run efficiently and effectively. Duties also include collecting and receipting payments, answering phones, and providing customer service to the public and various other visitors. Provides effective working relations with County Officials, staff, attorneys, and the general public. The product of the employee's work affects the operation of the department that may include the well being of persons who are not employed in the department. Must maintain confidentiality of the department at all times.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of principles and practices of general administration and management, personal computer skills, professional customer service skills, standard office policies, procedures and equipment. Ability to perform multiple tasks simultaneously in a timely manner, record and disseminate accurate information from telephone conversations and personal contact, understand and follow verbal and written instructions, properly interpret, understand and make decisions in accordance with laws, regulations and policies. Ability to operate equipment required to perform essential job functions, work independently in the absence of supervision, work in a safety conscious environment, handle exposure to potentially hostile individuals and maintain confidentiality of information encountered in work activities at all times.

**MINIMUM QUALIFICATIONS:** One to three years experience performing general clerical work in an office setting; business administration, financial, and court experience or a related field is generally preferred; or an equivalent combination of education, training and experience. High School Diploma or equivalent. Valid Texas Driver's License.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at:

<http://www.co.bastrop.tx.us/upload/page/0062/docs/Bastrop%20County%20Job%20Application.pdf>. Applications can be submitted online, mailed or drop off at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Deputy District Clerk I*

**Department:** District Clerk

**FLSA Status:** Non-Exempt

**Reports To:** District Clerk

**SUMMARY:** Under the direct supervision of the District Clerk, this position performs a variety of administrative, general clerical, and technical services; categorizes documents, exhibits, reports, records confidential records relating to court cases, passport applications, and files for the District Clerk's office. This position assists District Judges in the courtroom by ensuring the courtroom proceedings run efficiently and effectively. Duties also include collecting and receipting payments, answering phones, and providing customer service to the public and various other visitors. Provides effective working relations with County Officials, staff, attorneys, and the general public. The product of the employee's work affects the operation of the department that may include the well being of persons who are not employed in the department. Must maintain confidentiality of the department at all times.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Bastrop County District Clerk;

Exercises no supervision.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Updates database with transactions and images related to District Court cases as well as case status changes; tracks service papers; file marks all incoming documentation and correspondence; files daily incoming documents in appropriate location;
2. Gathers information needed to produce and issue legal documents for civil and tax suits, criminal process, notices, court writs, and others including Citations, Orders of Sale, Abstract of Judgment, etc;
3. Assists with courtroom duties including civil and criminal non-jury docket and selection of jurors; administration of oaths as necessary in court; maintains docket entries for District Courts;
4. Calculates and collects Court Costs and other fees; ensures proper disbursement of collected monies to the appropriate entities and jurisdictions; reconciles all payments received on a daily basis;
5. Locates and retrieves information for attorneys, District Attorney, Attorney General and the public; Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store, and/or retrieve information as requested or otherwise necessary.

6. Performs routine office procedures such as answering telephone, accepting payments, issuing receipts, processing mail, making photocopies, and locating files and case information for attorneys, District Attorney, parole officers, state agencies and the general public; directs customer questions to the appropriate employee or office; provides exceptional customer service both in person and by phone in a courteous and professional manner;
7. Ensures that the rules governing District Clerk filing requirements are followed;
8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
9. Maintains confidentiality and security of all District Clerk and District Court information and systems;
10. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Principles and practices of general office administration and management;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
General knowledge of legal terminology and basic court procedures;  
Basic accounting fundamentals;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
General knowledge of Bastrop County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Analyze, process, record and file legal and public documents;  
Record and disseminate accurate information from telephone conversations and personal contact;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete routine business correspondence;  
Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional, courteous manner;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Demonstrate personal communication skills including effective telephone skills and public speaking;  
Operate equipment required to perform essential job functions;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal, state, and local laws and regulations;

Effective interaction and communication with others;

Preparing clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

### **EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One (1) to Three (3) years previous experience performing general clerical work in an office setting is required. Administrative, financial, and court experience or some combination thereof is preferred.

#### **Education:**

High School diploma or equivalent.

#### **Licensing:**

Possession of a valid driver's license or valid proof of identity;

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*