

## KENDALL COUNTY CLASS SPECIFICATION

### ROTATING JUSTICE COURT CLERK

**Department:** Justice of the Peace  
**Report to:** JP in Precinct  
**Date Approved:** 09/12/2022

**FLSA:** Non-exempt  
**Work Status:** Full-time  
**EEO Category:** Administrative Support

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#### GENERAL SUMMARY

Under general supervision, the purpose of the position is to manage the clerical and financial operations of the Kendall County Justice Court. Employees in this classification perform routine and non-routine clerical work. Position is responsible for completing, processing and maintaining various court documents with a high level of confidentiality and processes financial records for the court including collection of fees.

This position requires rotating weekly or as needed between the Justice of the Peace offices.

#### ESSENTIAL FUNCTIONS

Prepares and processes a variety of official documents such as citations, judgments, warrants, summons, writs, complaints, affidavits, routine reports, subpoenas, notices, jury lists and form letters; maintains documentation of all records of proceedings in all cases; and prepares correspondence for the court.

Maintains files for all criminal and civil records filed with the court.

Processes civil cases including evictions, small claims, debt claims and repair and remedy cases.

Collects and processes all monies received by the court through fines, fees, restitutions, and bonds.

Greets and assists the public in person and on the telephone; explains procedures, instructions on court processes, and fines and forms; and responds to inquiries on case status and answers unusual and difficult questions regarding procedures and time limits.

Reports conviction information to appropriate agencies.

Attends hearings and acts as the clerk of the courtroom as required.

Conducts research through the computer, files, and dockets.

Prepares and transfers appeals to the proper court.

Maintains knowledge in legislative changes necessary to assist the public and update fees.

Maintains the court calendar through scheduling of all civil, bench and jury trials and also scheduling show cause and other miscellaneous hearings.

Maintains confidentiality in regard to any and all information processed in the department.

Performs other duties, special projects and tasks as assigned by the department head.

## **EXPERIENCE AND TRAINING**

High school diploma or GED; supplemented by one (1) to two (2) years previous experience or training that includes court procedures and clerical operations.

## **LICENSES AND CERTIFICATIONS**

Must be able to be certified to use TCIC/TLETS (Texas Law Enforcement Telecommunications System) and the Texas Public Safety Reporting System.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Local, state and federal laws.
- Court procedures, processes and legal terminology.
- Office procedures and equipment.
- Computer equipment.
- Speak English.

### **Ability to:**

- Utilize various advisory and design data and information such as court documents and court case files.
- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public and County personnel.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, sit and stand.
- Exert light physical work in an office environment in a mainly sedentary position.

## **Equal Opportunity**

Kendall County will not discriminate on the basis of race, color, religion, national origin, sex, including lesbian, gay, bi-sexual or transgender status, age, genetic information, pregnancy, veteran status, disability, or any other condition or status protected by law in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by state or federal law or where a bona fide occupational qualification (BFOQ) exists. Employees who need an accommodation as a result of a condition or status protected by law should advise their Elected Official, Appointed Official, Department Head, or the Human Resources Department.