

COURT CLERK SUBJECT MATTER EXPERT– JUSTICE OF THE PEACE

CLASS NO. 1403 EEOC CATEGORY: Office and Clerical

PAY GROUP: 13 FLSA: Non-Exempt

SUMMARY OF POSITION

Performs clerical and basic bookkeeping functions for a Justice of the Peace. Duties include receiving and docketing civil cases and criminal complaints, typing various reports and legal documents, making bank deposits, balancing and reconciling accounts, setting hearing dates, and receiving money and issuing receipts. Additionally, the SME position assists Tyler in the setup, configuration, forms entry and testing of the Odyssey Case Management System for the Justice Courts.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Justice of the Peace.
2. Directs: This is a non-supervisory position. However, supervises clerks only in the use of the Odyssey system to ensure that the system is used correctly and to its fullest capabilities.
3. Other: Has regular contact with attorneys, other county departments; law enforcement agencies; County and District Attorney's offices, County and District clerk's offices, and the general public.

EXAMPLES OF WORK¹

Essential Duties

Receives and enters into computer incoming cases, complaints, and citations, including civil and criminal cases, hot checks, administrative hearings, traffic tickets, and performs necessary paperwork as required;

Types complaints, correspondence, forms, reports, and various legal documents including judgments, writs, citations, appeals, commitments, Miranda warnings, warrants, etc.;

Prepares, records, and files birth, marriage, and death certificates;

Compiles data and prepares periodic required reports;

Sets hearing dates, sends notices of hearings, transfers cases to County or District Courts as necessary, and files appeals with the County or District Clerk's office;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Prepares juror lists and juror payment paperwork;

Receives money, records payments and dispositions, and maintains ledgers of all monies received;

Issues receipts for payments of fines and fees;

Answers telephone, directs calls, greets the public, and assists as necessary, including providing information concerning fines and filing fees, scheduling defensive driving classes, determines eligibility requirements of those who want to take driver safety course, and establishing payment schedules for fines;

Maintains records of community service hours worked;

Prepares hot check complaints, notices, court dates, and warrants;

Receives and date stamps incoming mail;

Pays bills for office, if necessary;

Balances and reconciles bank accounts and makes deposits (if appropriate);

Prepares and issues checks for disbursement to other county and state offices for various fees received and to defendants for authorized monies due;

Prepares invoices to defendants and other county and state offices for various fees received;

Maintains and updates the judge's calendar Ody/Web Email;

Takes notes at court proceedings; and

Serves as a Notary Public.

Subject Matter Expert Duties

Assists in training new clerks in the Odyssey business practices;

Troubleshoots Odyssey system issues before calling tech support;

Creates, maintains, and updates directions for any new reporting necessary;

Creates new system jobs;

Creates, maintains, and updates forms based on legislative changes;

Creates, maintains, and updates user profiles for outgoing and incoming clerks and judges;

Creates, maintains, and updates Department of Public Safety downloading citations system;

Maintains the accuracy of the Odyssey system by ensuring all data inputted or manipulated is correct.

Other Important Duties

Performs such other related duties as may be assigned;

Required to attend educational courses regarding Odyssey; and

Required to attend continuing education classes as required by law and at the request of the Justice of the Peace.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: county and state laws; courtroom procedures and associated clerical functions; and basic bookkeeping procedures.

Skill/Ability to: maintain accurate criminal and civil dockets, files, and records; type accurately; operate computer using standard word processing software; operate other standard office equipment including copier, and adding and fax machines; apply proper English, spelling, punctuation, and arithmetic; demonstrate proficiency in both oral and written communication; establish and maintain effective working relationships with co-workers, members of various law enforcement agencies, attorneys, county officials, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent, plus at least one (1) year of related legal clerical experience, preferably with a governmental entity;

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Notary Public.