

Calhoun County Job Description
DEPUTY COUNTY CLERK II

CLASS NO. 6005

EEOC CATEGORY: Office and Clerical

PAY GROUP: 14

FLSA STATUS: Non-exempt

SUMMARY OF POSITION

Files civil, criminal, probate, and juvenile cases with County and District Courts. Files, certifies, and maintains records of County documents, certificates, and licenses and legal papers.

ORGANIZATIONAL RELATIONSHIPS

1. *Reports to:* Chief Deputy County Clerk.
2. *Directs:* This is a non-supervisory position.
3. *Other:* Has frequent contact with other county personnel and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Acts as Chief Deputy County Clerk when necessary;

Files civil, criminal, probate, and juvenile cases with county and district courts, including issuing subpoenas, setting trial dates, and notifying interested parties;

Indexes, prepares reports, and maintains database records of court cases, records final dispositions and prepares reports of court cases;

Files, processes, and maintains database of bail bonds;

Certifies and files county documents, certificates, and licenses and legal papers;

Attends all Commissioners' Court sessions;

Attends jury trials and visits court on administrative business weekly;

Communicates with law enforcement, legal, and social service agencies, regarding county court cases and records;

Attends various continuing education classes;

Answers department telephones and greets the general public, including giving information and assisting with document requests;

Assists other department clerks in any of their duties during absences; and

Performs clerical duties such as sorting and distributing mail, word processing, and typing, filing, copying, and faxing documents.

OTHER DUTIES AND RESPONSIBILITIES.

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office, bookkeeping, and personnel practices and procedures; duties and responsibilities of County Clerk; and legal terminology and procedures of many branches of civil and criminal case law.

Skill/Ability to: operate computer, including word processing and spreadsheet software; read manuals, letters, and memos; communicate effectively, both orally and in writing; interpret policies and procedures; skill to perform basic mathematical functions; and establish and maintain effective working relationships with co-workers and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent plus at least one year of administrative experience, preferably in a governmental setting; *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.

SIGNATURES

Employee's Signature

Supervisor's Signature

Date

Date

Calhoun County, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calhoun County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Employer.

ADA Information

This attachment provides information on the job relating to the Americans with Disabilities Act.

FREQUENCY DEFINITIONS

The following frequency definitions are to be used in completing the Physical Environment and the Non-Physical Environment sections of this form:

- C = Constantly (2/3 or more of the time)
- F = Frequently (from 1/3 to 2/3 of the time)
- O = Occasionally (up to 1/3 of the time)
- R = Rarely (less than one hour per week)
- N = Not Applicable (does not apply in this job)

PHYSICAL ENVIRONMENT

Descriptive examples of physical job actions (please use the letter corresponding to the appropriate frequency):

| Requirement | Frequency | Example |
|--|-----------|--------------------------------------|
| Lifting (specify weight): 10-20# | C | Moving and carrying books |
| Sitting: | F | Desk work |
| Standing: | F | Clerical duties |
| Walking, on normal, flat surfaces: | F | |
| Walking, on uneven surfaces: | R | |
| Walking, on slippery surfaces: | N | |
| Driving: | O | |
| Bending (from waist): | F | Retrieving files |
| Crouching/Squatting: | R | Retrieving files |
| Kneeling: | R | Retrieving files |
| Crawling: | N | |
| Twisting: | N | |
| Reaching: | F | Retrieving files |
| Balancing: | F | Retrieving files |
| Carrying: | C | |
| Pushing: | R | |
| Pulling: | R | Retrieving files |
| Throwing: | N | |
| Repetitive Motion: | F | Operating computer and clerical work |
| Fingering (fine dexterity, picking, pinching): | F | Operating computer and clerical work |
| Handling (seizing, holding, grasping): | F | Operating computer and clerical work |
| Wrist Motions (repetitive flexion/rotation): | C | Operating computer and clerical work |
| Feet (foot pedals): | N | |

SENSORY REQUIREMENTS

Descriptive examples of sensory demands (please use the letter corresponding to the appropriate frequency):

| Sensory Demand | Frequency |
|---------------------------------|-----------|
| Color (perceive/discriminate) | N |
| Sound (perceive/discriminate) | N |
| Taste (perceive/discriminate) | N |
| Odor (perceive/discriminate) | N |
| Depth (perceive/discriminate) | N |
| Texture (perceive/discriminate) | N |
| Visual (perceive/discriminate) | C |
| Oral Communications ability | C |

NON-PHYSICAL ENVIRONMENT

Descriptive examples of non-physical demands (please use the letter corresponding to the appropriate frequency):

| Non-Physical Demand | Frequency |
|---|-----------|
| Time Pressures (e.g., meeting deadlines) | C |
| Noisy/Distracting Environment | C |
| Performing Multiple Tasks Simultaneously | C |
| Danger/Physical Abuse | R |
| Deals With Difficult People | F |
| Periods of Idle time, Interspersed with Emergencies Requiring Intense Concentration | R |
| Emergency Situations | R |
| Tedious, Exacting Work | F |
| Works Closely with Others as Part of a Team | F |
| Works Alone | O |
| Irregular Schedule/Overtime | O |
| Frequent Change of Tasks | C |
| Other (describe) | |

WORK ENVIRONMENT

1. Please describe the degree of physical activity and effort required to perform your job, as well as any associated safety hazards and the level of risk of personal injury or illness (if any):

Lifting and carrying heavy boxes.

2. Please list your job exposure to environmental factors (if any), including extreme temperatures, respiratory hazards, airborne diseases, vibrations, loud noises, or other sources of discomfort:

None.