

CALLAHAN COUNTY JOB DESCRIPTION

POSITION IDENTIFICATION

Job Title: Part-Time Deputy District Clerk

Department: District Clerk

Title of Supervisor: District Clerk

FLSA Status: Non-exempt

Positions Supervised: None

Normal Work Schedule: 8:00 a.m. – 12:00 p.m. Monday-Friday

JOB SUMMARY

Position requires a variety of duties. Must have knowledge of computers, typing, general clerical duties, and must meet the public in a friendly manner. Has primary specialized duties assigned but should be capable of performing other duties assigned and required of the job.

GENERAL JOB FUNCTIONS:

1. Scan Criminal files and Civil files into computer system.
2. Responsible for answering telephone and greeting public in a friendly manner.
3. Assist the general public by responding to inquiries and request for access to public records and by providing other information as requested.
4. Prepare certified copies of Criminal and Civil Records.
5. Perform a variety of clerical functions as needed.
6. Assist with preparation for jury trials.
7. Prepare certified copies of Criminal and Civil Records.
8. Certify to Written Admonitions and Stipulation of Evidence on criminal proceedings during court hearings.
9. Performing searches for Criminal and Civil Records.
10. Notify District Clerk of any special problems.

PHYSICAL REQUIREMENTS

Position primarily involves sitting at a desk or other workstation typing on computer. Standing for long periods of time while recording or making copies for the public. Employee must be able to lift records books weighing up to 30 lbs. at any time. Employee should be able to move throughout the Courthouse and to the Sheriff's Office to obtain or deliver information.

WORKING CONDITIONS

Work is primarily indoors in a climate controlled building.

EDUCATION REQUIREMENTS

High school diploma or GED.

SPECIAL SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of computer, 10-Key adding machine is required. Ability to communicate effectively and a good work relation with county officials, employees and visitors. Knowledge of workplace safety requirement, worker's compensation policy, handbook and drug-free workplace policy. A professional attitude is required. Business casual attire is required Monday thru Thursday. Casual attire is allowed on Fridays.

LICENSE AND CERTIFICATIONS

Current Texas Driver's License and Social Security Card.

CONTACT WITH OTHERS

Position involves daily contact at a significant level with County Officials and employees. Involves some contact with visitors in the courthouse and vendors soliciting County business.

EXPERIENCE

Employee must have computer experience. Experience in matter of law preferred.

DATE PREPARED OR DATE OF LAST REVIEW AND UPDATE: MARCH, 2022