

DUTIES	66	67	62	69
INTAKE CRIMINAL CASES	✓		✓	
PREPARE LEGAL DOCUMENTS <i>Petitions, motions, orders, subpoenas</i>	✓		✓	✓
OPEN RECORDS REQUEST	✓		✓	
INTAKE YOUTH DIVERSION CASES/ JUVENILE CASES <i>Bi Weekly Follow Up With Juv – Follow Ups With Parents – Supervision Of Juv</i>	✓		✓	
INTAKE TRUANCY <i>Bi Weekly Follow Up With Juv – Follow Ups With Parents and BCISD School – Supervision Of Juv –Serve As An Interventionist – visit homes & schools</i>			✓	
INTAKE CIVIL CASES	✓		✓	
INTAKE ADMIN CASES <i>DPS DL & Handgun Revocation - Property Seizures – Occupational DL</i>			✓	
FBI – NICS <i>Criminal Searches for handgun issuing purposes</i>	✓		✓	
CALANDER FOR ELECTED OFFICAL/APPOINTED OFFICIAL <i>Coordinate w/elected official or appointed official and office staff</i>	✓	✓	✓	✓
COURT COORDINATOR <i>Coordinate w/prosecutor office, BCISD School, witness, Jury Trials, Pretrial hearings, Bench Trials, Status Hearings, send out notices to all parties</i>			✓	✓
RECORD KEEPING/ REPORTING <i>END OF MONTH REPORTS – ACCR REPORTS – OCA REPORTS – COLLECTIONS REPORT –CJIS REPORTING</i>	✓		✓	✓
COLLECTIONS <i>Coordinate w/MVBA & Auditors for reports submission, run and submit reports to MVBA & to Auditors office</i>			✓	
FINANCIALS/ MONEY HANDELING <i>Handle Monies including citations, Filing Fees, Youth Diversion, Truancy</i>	✓		✓	
CUSTOMER SERVICE <i>Greet Customers, answer phones, Make available Texas Justice Court pamphlet's for the public</i>	✓	✓	✓	✓
NOTARY PUBLIC <i>Notarize legal document for the office, Burnet SO, DPS, and the Public.</i>	✓		✓	
ODYSSEY SME <i>Troubleshoot odyssey issues- submit tickets to Tyler tech- attending meeting w/Tyler Tech - create forms – maintain JP2 website</i>	✓	✓	✓	
ADMINISTRATIVE DUTIES <i>Train and Supervise Court Clerk/JCM – Design & implement office procedures – Coordinate w/Auditors office for office purchases and office expenditures</i>	✓	✓	✓	✓

BURNET COUNTY JUSTICE OF THE PEACE CLERK JOB DESCRIPTION

The Justice of the Peace offices handle thousands of matters across criminal, civil, juvenile, collections, and administrative operations. See *Can Justice Court Do That?* supplemental page.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Criminal Cases – As part of the clerk's role in handling CRIMINAL cases, they are tasked with functions that are typically handled by four separate county offices for other courts: prosecutor, clerk, collections and court coordinator.

Accept/input all Class C misdemeanor citations/complaints, set up case, issue necessary summons/warrants and compile related records.

Responsible for sending out notices for trial and coordination with County Prosecutor.

Assist County Prosecutor during pre-trial conferences.

Accept pleas; process dismissals; provide information to defendants regarding deferred disposition options, including driver safety course deferral.

Notify defendants of their right to alternatives to payment options. Process time payment applications and statement of inability to pay applications. Coordinate community service judgments.

Must have knowledge of: all Class C misdemeanor (fine only offense) laws, including traffic and non-traffic offenses, commercial motor vehicles and commercial driver's license laws, juvenile law, parks and wildlife offenses, and, school offenses (truancy and non-truancy).

Must have knowledge of hot check cases.

Must ensure that cases are properly and timely docketed and that all parties are given necessary notices.

Request jury pool, plan and coordinate juror security and payment of juror fee prior to trial, supervise jurors, maintain records and reports on juror usage.

Attend all hearings and enter result in Odyssey, including judgments, or reset cases as necessary ensuring the smooth and efficient progression of case disposition.

Forward all cases that are appealed to the County Court at Law.
Set up payment plans, collect, count and disperse money from fines and fees.

Make calls to collect on cases that are overdue. Send correspondence to remind defendants regarding unresolved cases.

Check Certified Payments several times daily to retrieve payment information for payments made online; enter information in Odyssey.

Check daily jail records to determine if JP warrants have been served and docket those cases for bond hearing. Additionally, check to see if individuals have been arrested on probable cause (warrantless) cases in the respective precincts; set up criminal case, docket/set on calendar, send required notifications to defendant.

Monitor bonds for status updates. Process refunds for cash bonds when case has been disposed.

Check calendar on daily basis for individuals that did not appear. Reset case as allowed, send notice for new hearing, or issue warrant/enter into Omnibase as appropriate.

Maintain and update defendant information (i.e., addresses, phone numbers, etc.)

Create freestanding warrants and maintain recordkeeping for same.

Maintain records for emergency protective orders and conditions of bond.

Ensure proper tracking on all cases for reporting purposes to the County Auditor and the Office of Court Administration.

Youth Diversion: In accordance with Title 1 of the *Texas Code of Criminal Procedure, Chapter 45, Subchapter E*, the Justice Clerks for the four Burnet County Justice of the Peace Courts, are designated as **Youth Diversion Coordinators. This responsibility is**

statutorily specific to Justice Court Clerks only. As such, they will advise the child and the child's parent/guardian/custodian **before** a case is filed, so that the case may be diverted for a reasonable period not to exceed 180 days.

The Youth Diversion Coordinator (JP Clerk) will prepare and review the terms and conditions of the diversion agreement, including possible outcomes or consequences of a successful or unsuccessful diversion, and provide copies to the child and parent/guardian/custodian. The Youth Diversion Coordinator (JP Clerk) will provide an explanation of the process used for reviewing and monitoring compliance with the terms, including the period of the diversion (not to exceed 180 days initially).

A verification that the child and parent/guardian/custodian were notified of the child's rights, including the right to refuse, and that the child knowingly and voluntarily consents to the diversion; and written acknowledgement and acceptance by the child and child's parent/guardian/custodian must be included in the agreement.

The Youth Diversion Coordinator (JP Clerk) responsibilities will include, but are not limited to:

- a. Ensure all diversion documentation is complete and reported in a timely manner;
- b. Facilitate referrals to the appropriate agencies for services;
- c. Assist in the collection of the Local Youth Diversion Administrative Fee, if the fee is imposed;
- d. Facilitate the completion by the child or no more than twenty (20) hours of Community Service Restitution, if assessed;
- e. Provide copies of all diversion agreements and relevant information to the child and parent/guardian/custodian.
- f. At the end of the diversion period, determine whether the diversion was successful. If the child successfully complies with the terms of the diversion agreement, close the case and report it to the court as successful.
- g. If the child does not comply with the terms of the diversion agreement, the child may be referred to the court for a non-adversarial hearing.
- h. The Youth Diversion Coordinator (JP Clerk) shall keep a record of the fees collected under *Article 45.312, Texas Code of Criminal Procedure*, and ensure that the fees are deposited into a special account that can only be used to offset the cost of operations of the Youth Diversion Program.
- i. The Youth Diversion Coordinator (JP Clerk) **must** maintain statistics for each diversion strategy authorized. Other than these statistical records, all records are confidential under *Article 45.0217, Texas Code of Criminal Procedure*, and all records **must** be expunged without the requirement of a motion or request, on the child's 18th birthday, *Article 45.041(a-2), Texas Code of Criminal Procedure*.

Civil Cases – As part of the clerk's role in handling CIVIL cases, they are tasked with functions that are typically handled by two separate county offices for other courts: clerk and court coordinator.

Accept/input all civil cases (those presented in person and those filed through the eFile system), issue notices/summons/citations and docket cases for court hearings. Keep record of case documents, ensuring that all mandated information is received and distributed to all parties in a timely manner.

Ensure that docket settings are in compliance with mandated timelines.

Must have knowledge and be familiar with:

Civil and criminal pretrial motions, default judgments and discovery.

Debt claim and small claim procedures.

Evictions and landlord/tenant issues, including residential and commercial evictions, manufactured home evictions, writs of reentry, writs of retrieval, repair and remedy cases, writs of restoration and writs of possession. Issue writs as required/requested.

Bankruptcy issues and the Servicemember Civil Relief Act.

Ensure that the Constable or private process server receives necessary paperwork for service on case. Follow up to ensure that all citations/writs have been served in accordance with mandatory process requirements.

Request jury pool, plan and coordinate juror security and payment of juror fee prior to trial, supervise jurors, maintain records and reports on juror usage.

Attend all hearings and enter result in Odyssey, including judgments and exhibits/evidence, or reset cases as necessary ensuring the smooth and efficient progression of case disposition.

Forward all cases that are appealed to the County Court at Law.

Accept/input all post judgment remedies information; writs of garnishment, writs of execution, turnover orders and receivership process.

Other Law – Justice Court Clerks must possess extensive knowledge in order to perform these additional duties.

Administrative Hearings to include animal cruelty, handgun denial/suspension, driver license suspension hearings, dangerous dogs, disposition of stolen property, disposition of seized weapons, occupational driver's license, tow hearings and, environmental hearings (public nuisance).

Contempt

Trial procedure for criminal, civil, jury and bench.

Evidence; criminal use and civil use.

Inquests

Expunctions

Justice Court Clerks act as Court Coordinators with the following duties.

Calendars

Responsible for maintaining the calendar to ensure that the courtroom is available on days and at times needed.

Maintain calendar for all meetings/appointments for Judge.

Prepare and distribute/post all docket information according to law.

Justice Court Clerks act as District and County Clerks with the following duties.

Recordkeeping and reporting

Daily – prepare and submit to County Treasurer deposit reconciliation report.

Daily – reconcile and close, in Odyssey, daily deposits.

Every Monday – prepare and submit the Automated Citation Conviction Report (ACCR) to DPS.

Every Friday – prepare and submit the 1778 Report to contracted collection agency.

Prepare and submit to County Auditor: Texas Parks and Wildlife activity Report and Receipt report.

Prepare and submit monthly report to contracted collection agency.

Prepare and submit Official Justice Court Monthly Report to the Office of Court Administration.

10th of the month – review and reconcile monthly billing statements for County Auditor.

Customer Service

The Justice of the Peace Court provides necessary public service functions and court personnel must communicate in a professional manner at all times when communicating with customers that come to the office, call on the telephone or correspond by mail or email. Some of this communication may entail:

Explaining options for handling criminal cases; i.e., driver safety course, deferred disposition, trial by jury or bench trial.

Explaining procedures for filing civil cases and the difference in types of cases; i.e., debt claim, small claim, repair and remedy, forcible detainer; and explaining the right to trial or by judge.

Explaining procedure for obtaining an occupational driver's license. Set up appointment with Judge to hear petition on same.

Setting appointments for Judge to meet with defendants and/or juveniles and their parent or guardian.

Answering telephone calls, address complaints, take messages and direct them to the proper person/agency, return calls, screen phone calls, respond to email communications, keep detailed notes in the case files.

Providing notary services to the general public, as needed.

Justice Court Clerks act as Office Managers with the following duties.

Additional Responsibilities

The Clerk is the point of contact for the general public seeking to file civil cases and for defendants with pending criminal cases.

Assists in developing and recommending strategic plans and new program initiatives as well as development and maintenance of technology to provide for the efficient operation of the office and to aid the public through website, email, and document/information exchange.

Responsible for the organization, inventory and ordering of office supplies. Must request a purchase order before ordering any supplies. Must manage within the allotted department budget.

Attend specialized continuing education as statutorily mandated. Attend additional training, as deemed necessary, for the smooth and efficient operation of the office.

Run errands, including going to the bank, post office or to get supplies for the office. Follow all required steps for purchasing/expending funds.

Open, sort and route incoming mail. Ensure that outgoing mail is handled daily and on time.

Process and prepare official documents and letters for the court.

Daily interaction with law enforcement, attorneys, elected officials, department heads and county employees.

Must possess excellent supervisory and training skills.

Must maintain confidentiality of all information learned in the scope of employment.

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule.

May participate in the interviewing and hiring of new employees.

Any other duties as assigned within the scope of the department.

EDUCATION AND SKILLS

Requires a high school diploma or GED.

College degree preferred.

Experience with Tyler Technology integrated programs.

Ability to read and interpret legal documents, Texas Rules of Civil Procedures, Texas Code of Criminal Procedures, Texas Transportation Code, Texas Parks & Wildlife Code, Texas Property Code, Texas Finance Code, and other written legal procedure guides and statutes.

Minimum of two years' office experience required; including skill to use a personal computer, knowledge of computer software (Odyssey/Enterprise Justice preferred), typing/keyboarding with accuracy, ten key, Word, Excel, Windows, webpage management and basic knowledge in use of standard office equipment/machines.

Requires excellent communication and interpersonal skills with the ability to present information and respond to questions from a variety of persons with different backgrounds. Must be an active listener and give full attention to what other people are saying, taking time to understand the points being made, not interrupting at inappropriate times, asking questions as appropriate and responding in an informed and professional manner. Must be able to read, write and speak English clearly.

Must have the ability to work independently, establish priorities and complete tasks with minimal supervision. Must have excellent organizational skills with the ability to multi-task.

Must be bonded, as a county employee for collections of money.

Must be a notary public for the State of Texas in order to notarize sworn statements for documents of the court.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. The employee is frequently required to talk, see, sit, stand, kneel, walk, climb, feel, use fingers to type and handle paperwork and arms to reach. The employee is required to sit for prolonged periods of time. The employee must be able to lift up to 40 pounds on occasion. Specific vision required by this job includes up close and distance vision.

SPECIAL CONDITIONS

Some plaintiffs/defendants may be unhappy/hostile. Clerks must be able to maintain a professional demeanor and know when to ask for help, if necessary.

Must maintain a valid Texas Driver's License and insurance for their personal vehicle which may be used to run occasional errands.

May require occasional overtime

May require out of town travel for continuing education/seminars.

Requires proper business attire.