

**HIDALGO COUNTY
DISTRICT CLERK'S OFFICE**

Job Title: Assistant Deputy Clerk

FLSA Status: Non-Exempt

Dept. Code: 090-001

Civil Service Status: Exempt

SECTION I – JOB DESCRIPTION

SUMMARY:

Performs a variety of moderately complex support tasks primarily involving customer service and support/clerical activities which may include: processing inquiries and requests for information; entering and maintaining data; answering telephones; filing and maintaining correspondence, files, reports, etc. Works within a well defined framework of policies and procedures under immediate supervision, performing other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares and types a variety of documents which may include subpoenas, citations, injunctions, writs, order of sales, **passport applications** or general correspondence.
- Receives and processes documents filed with the court; reviews for accuracy and completeness; records and processes orders, judgment and decrees of the court; **obtains proper and acceptable information for passport agency.**
- Records civil, criminal, family adoption, juvenile, protective orders and child welfare suit minutes in proper minute volumes; quote court costs if needed
- Processes court documents in accordance with court procedures and legal requirements; maintains official records of court proceedings; prepares monthly reports.
- Maintains accurate filing system; makes copies; types forms and performs other clerical work as needed.
- May perform civil, criminal, family, adoption, juvenile, protective orders and child welfare searches and issues service of process on said orders; should prepare all jury lists in a timely manner and may process and maintain docket.
- Reviews, sorts, assembles and organizes materials; routes and delivers daily mail and documents to appropriate parties.
- Answers phones and provides service to general public and attorneys in a courteous manner.
- Ability to work well with others.
- Regular attendance is a must.
- Performs related duties as required.

SECTION II – JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED) plus three (3) years of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic legal terminology.
- Ability to perform basic mathematical calculations in order to compile court costs on civil, criminal, adoptions, juvenile, family or protective order suits.
- Ability to understand and apply appropriate statutes and codes, instructions, safety rules and other policies and procedures.
- Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy, both verbally and in writing.
- Ability to operate a computer, typewriter and other basic office equipment.
- Ability to accurately enter data.
- Ability to establish and maintain effective working relationships with co-workers, county employees, attorneys, other outside organizations, and the general public.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.
- Bilingual is preferred.

SPECIAL REQUIRMENTS:

- Acts in the name of the District Clerk and shall perform all official acts as may be lawfully done and performed by such Clerk in person, pursuant to Sec. 51.303 of the government code.
- Must be bondable.
- Must secure and maintain a favorable background investigation by the District Clerk.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is often required to lift/carry twenty (25) lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard, typewriter and basic office equipment. Individual is subject to sitting, standing, reaching, handling and twisting to perform essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SECTION III – JOB DIMENSIONS

CONTACTS:

Utilizes tact and diplomacy when answering questions and providing general procedural information for attorneys, outside organizations and the general public. Provides information such as case status and proper filing procedures.

External Contacts: Frequent contact with attorneys and the general public. Occasional contact with outside organizations. Communication is primarily face-to-face and via telephone.

Internal Contacts: Constant contact with co-workers. Frequent contact with other County employees, Division and Section Heads. Communication is primarily face-to-face and via telephone.

RESPONSIBILITY:

Contributing supervisory responsibility for work assignments and training for the work unit. Job has impact on work unit operations and public image.

Primary responsibility for the proper operation of assigned personal computer, typewriter and basic office equipment. Focus on accountability and confidentiality.

DIFFICULTY:

Sound judgment is required to ensure various reports and transactions are accurate; uses discretion to complete work assignments. Must be able to quickly asses and troubleshoot in the decision making process to resolve complex situations. Decisions are made regarding group work scheduling and individual work priorities. Focus on sound judgment, initiative and decision making.

GUIDANCE:

Employee receives general supervision when performing the essential functions. Well defined procedures are used when completing work assignments.

WORK ENVIRONMENT:

Working conditions are primarily those inside an office environment. The noise level in the office is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.

WORK LOCATION:

Hidalgo County Courthouse – District Clerk's Office

WORK HOURS:

Monday – Friday, 40 hours/week