



**NEW POSITION:** Brief job description and attach a copy of the new job description.

See attached job description

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |   |                         |                                   |   |
|----|---|-------------------------|-----------------------------------|---|
| 1. | Ricardo Contreras<br>DEPARTMENT HEAD                      | January 2, 2013<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 2. | <i>Ernesto A. Cortez</i><br>HUMAN RESOURCES DIRECTOR      | 01-04-03<br>DATE        | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>Ma R. Serrano</i><br>DEPARTMENT OF BUDGET & MANAGEMENT | 01/11/03<br>DATE        | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                              | DATE                    |                                   |   |

## **DEPUTY DISTRICT CLERK I**

**GRADE: 05**

### **GENERAL DESCRIPTION**

Performs a moderately complex (journey-level) court clerk work. Work involves 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. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Prepares and maintains a variety of documents which may include subpoenas, citations, injunctions, writs, order of sales or general correspondence

Receives and processes documents filed with the court; reviews for accuracy and completeness; records and processes orders, judgment and decree of court

Records civil, criminal, family adoption, juvenile, protective orders and child welfare suit, minutes in proper minute volumes, quote court costs if needed

Process 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 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

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

Answers phones and provides service to general public and attorneys in a courteous manner

Must secure and maintain a favorable background investigation by the District Clerk

Must be bondable

Ability to work well with others

Regular attendance is a must

Performs related duties as required

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a standard senior high school or equivalent is generally preferred, plus two (2) years of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities; Two (2) years of experience may be substituted for one (1) year of education.

Bilingual is preferred

### **CERTIFICATES, LICENSES, REGISTRATION**

Valid Texas Driver's License and current liability insurance

Must be bondable

### **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 relationship 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

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

#### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations