

HIDALGO COUNTY

COURT CLERK

GENERAL DESCRIPTION

Under the general direction of the Justice of the Peace. Duties include updating court docket information, posting, sorting and processing court records, data inquiry, updating ticket logs, as well as other related duties as assigned. Duties include performing clerical work requiring application of various work methods and procedures, and familiarity with departmental functions, policies, and practices.

EXAMPLES OF WORK PERFORMED

Make copies; file forms and files

Fax documents; prepare forms

Retrieve files; update court docket

Post, sort, and process court records

Data inquiry; update ticket logs

May act as receptionist; answers telephone and provides services to the general public

Conduct limited research of records

Regular attendance is a must

Ability to work well with others

Other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

One (1) year clerical or legal experience

Must have good computer skills

Good communication skills

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Certificates, Licenses, Registration

Must have a current valid Texas motor vehicle operator's license and must have liability insurance

Must be able to be insured by the County's insurance carrier

Must have a clear criminal record

Knowledge, Skills, and Abilities

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 required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision 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