

BANDERA COUNTY
Job Description

JOB TITLE: Clerk – Justice of the Peace

PAY GRADE: 13 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: To provide clerical support to the Justice of the Peace.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Justice of the Peace, to Chief Deputy Clerk in absence of the Justice of the Peace
2. Directs: N/A

GENERAL STATEMENT OF DUTIES:

Serve the public and ensure accurate clerical and record keeping for the Justice of the Peace office in accordance with departmental, county and state regulations and procedures to ensure the court runs efficiently.

ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

- * Management and coordination of Justice Court procedures;
- * Monitor department equipment and supplies;
- * Accept complaints from vendors on insufficient checks;
- * Assist with scheduling for Justice of the Peace;
- * Assist in preparing for court and attends court;
- * Attend annual training;
- * Collect and receipt monies;
- * Regular attendance is required;
- * Lift 10-20lbs frequently and occasionally lift 20-50lbs;
- * Perform other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- * General computer experience;
- * Working knowledge of legal terminology;
- * Good interpersonal and communication skills, both oral and written;
- * Organizational and problem solving skills.

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Created 11/29/11, Revised 6/13/13, 6/26/14

PHYSICAL REQUIREMENTS:

- * Ability to frequently lift 10-20lbs and occasionally lift 20-50lbs;
- * Constant use of computer, telephone, and calculator;
- * Frequent sitting, twisting, and occasional bending, carrying, and standing;
- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- * High School graduate or GED equivalent;
- * Valid Texas Driver's License.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: _____
(Printed Last, First Name, MI)

Signature of Employee: _____

Approval: _____
(Elected/Appointed Official, Dept. Head/Supervisor) (Date)

Approved by Commissioner's Court: _____ 06-26-2014 _____
(Date)