

DEPUTY DISTRICT & COUNTY CLERK

Summary of Position

Performs a variety of clerical, bookkeeping, typing and/or data entry skills for the Clerk's office in accordance with state law and departmental procedures and regulations, manages, prioritizes and plans duties at the discretion of the District/County Clerk.

The Deputy clerk works under the direct supervision of the District/County Clerk. The Clerk's office is a business office and it is the responsibility of the deputy clerks to maintain a business atmosphere and create a feeling of goodwill on the part of the caller to the office through courteous treatment and efficient service.

Organizational Relationships

1. Report to the Clerk
2. Has regular contact with County and District Court Judges and staff, Department of Human Services-Child Protective Services, Attorney General Office, Net Data Software support group, Vital Statistics for the State of Texas, Law offices and staff, other county departments and general public.

Major Duties and Responsibilities

1. Opens office on time and remains on duty throughout office hours. See that office is neat and orderly in appearance.
2. Directs visitors to the appropriate clerk for information. Gives prompt and courteous answers to questions of office callers. If clerk is out, supplies information when possible and keeps record of callers and information requested for clerk's use if follow-up is necessary. Must be especially careful to be of assistance in a friendly but businesslike manner to all callers regardless of their occupation or status. Keeps foremost in mind the matter of creating goodwill toward the public, the county officials and other personnel in the office and in the courthouse.
3. Is neat and well groomed in order to create a favorable impression on callers.
4. Calls clerk's attention to urgent requests or other communications requiring prompt attention. If clerk is out, make notation on her calendar of meetings, conferences and deadline reports requested which may be part of information received in mail or by telephone.
5. Answers telephone, properly identifies office, speaks clearly and distinctly. Handles routine inquiries on own initiative. Refers other calls to appropriate clerk or deputy. Keeps a record of calls received in absence of clerk and delivers all messages promptly.
6. Uses approved correspondence style, prepares correct number of copies, proofreads and properly arranges all copies for signature. Checks that all certified copies are properly signed and sealed before releasing from office by mail or in person.

7. Must keep records neat and writing must be legible in indexes and other records where handwriting is required.
8. File instruments as they come in to the office whether by mail or delivered in person, determine type of instrument, to determine the Grantor and Grantee, making sure the instrument is recordable with the signature properly acknowledged by a Notary Public with seal attached.
9. Learn to operate the machine which is used for recording. Proofread the instrument carefully before attaching clerk's certificate, being sure the instrument is recorded accurately as it is received in this office for recording.
10. File and record all instruments in the proper record, and do not let any instrument leave the office without first being indexed in the proper indexes.
11. File Court cases (District, County, Probate and Juvenile) in proper order, entering in the proper dockets and issue process as requested by attorneys and Judge. Cooperate with attorneys and Judges and assist them in finding the documents requested from this office. **File all cases in the proper format.**
12. Maintain files in neat and systematic fashion so desired court cases can be located promptly by clerk as well as the deputies.
13. Applicant must be familiar with and operate all office machines (computer, typewriter, adding machine and copying machine).
14. Study various regulations, policies, duties, office procedures and assist with details of delegated by the Clerk. Work with other deputies so that the work load of the office is fairly divided.

Essential Duties

Attention to detail and accuracy is of the utmost importance. The data entered produces an allocation of funds due from this office to various entities. Retrieving data from the software or coding of paper filings that aren't correct result in errors which are time consuming to fix.

Over sees the daily activities of the Clerk's office and serves as Clerk in that person's absence;

Assist the public in person and over the telephone with filings, record searches and information as needed;

Files, indexes, numbers, dockets, computes court cost for pleadings received the Clerk's office;

Issues citations, summons, warrants, writs, abstracts of judgment and/or other documents in accordance with state laws and department rules and regulations;

Enters data and maintains computer resources of pleadings;

Closes out cases when final order is entered, including determining awarded amounts, and that all fees were collected, making cash disbursements for overpayments, mailing final order notices to parties involved, mailing appropriate forms to the State, and mailing certified copies to defendants when required by law.

Receives and sorts mail.

Prepares monthly report due to Court Administration for the State of Texas for Criminal, Family, Civil, Juvenile, Tax, etc.

Responsible for maintaining work of other deputies when they are out in all areas of the office.

Any other duties assigned in the future.

Other Important Duties

Responsible for safeguarding juvenile and guardianship records.

Balance cash drawer daily.

We also handle elections and all personnel will participate in these duties. You will be required to work extra hours during an election.

OVERVIEW

The Deputy position is one of greatest importance. The duties, which require constant problem-solving abilities, is a full-time job in itself. The Clerk's office requires the Deputy to maintain the civil filings, issuance of service, disposing of case files after judgment, etc. In addition to managing the office in my absence as acting Clerk.

This office has always had an open-door policy and will continue to do so. It is our job to be friendly and courteous to all.

We are a confidential office and will not discuss court cases outside of this office. If it is open records, when asked we can respond. Talking outside of the office is unacceptable and immediate dismissal will occur.

Employee signature: _____

Date: _____

Clerk signature: _____