



COUNTY OF VICTORIA
VICTORIA COUNTY DISTRICT CLERK
115 N Bridge Rm 330
Victoria, TX 77901

Position: Deputy Clerk
FLSA Status: Non-Exempt
Salary: \$16.57-\$19.47 hourly
Classification: Non-Essential
Posting Date: January 18, 2024
Reports To: District Clerk

SUMMARY: Participate in a variety of technical and clerical work related to the District Clerk's office and the district court system including filing cases, preparing correspondence, and providing effective and efficient public service assistance. Serves as a deputy under the District Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties may include, but are not limited to the following.

- Plan, direct, and participate in the processing of court documents in accordance with court procedures and legal requirements; maintain official records of court proceedings; assist in courtroom operations.
- Receive and process documents filed with the court; check for accuracy and completeness; record and process orders, judgments, and decrees of the court.
- Review and verify information; sort, assemble, and organize materials; route and deliver documents to the appropriate parties.
- Prepare and type a variety of documents including general correspondence, notices, court orders, forms, records, and reports.
- Prepare docket sheets; index sheets for newly filed cases.
- Bill court cost when final judgment is rendered.
- Respond to difficult and complex complaints and requests for information.
- Assist litigants and attorneys in using the court system; explain court procedures and requirements; respond to complaints and inquiries related to court procedure, status of cases and the court calendar.
- Act as a receptionist; answer phones, emails, and e-filing and provide service to customers, attorney or County inquiries or directs to appropriate section.
- Assist those contacted in the course of duty in an effective, efficient, and professional manner.
- Maintains confidentiality and security of documents, data and courtroom proceedings. Examines, verifies and inputs data into various court computer systems to update information regarding case status for criminal, civil, and family cases. Scans court documents. Researches and analyzes historical data.
- Verifies, processes and distributes documents to appropriate locations, prints and provides case index, ensure files are complete and in proper order at all times using various computer systems.
- Verifies, analyzes and indexes mass filings of attorney general documents.
- Supports and assists department staff as needed.
- Regular attendance is required
- Maintain accurate records of all documents and files
- Open, file stamp, and sort incoming mail
- Receipt and maintain payment records
- Process court pleadings, orders, bench warrants, capias, subpoenas, summons, issue civil/family service and other various correspondence

- Open, close, and audit a till
- Maintain confidentiality of records as required by law
- File and process paperwork filed over the counter, through the mail (USPS), and/or through the electronic service providers
- Assist the public with the public computers
- Any other duties assigned by the District Clerk or designee

QUALIFICATIONS:

Knowledge of:

- Functions and operating details of the court.
- Courtroom practices, procedures, and etiquette.
- Laws, rules, regulations, and policies governing operation of the assigned court.
- County forms, records, files, and legal documents.
- Modern office procedures, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.

Ability to:

- Interpret and apply laws, rules, regulations, and procedures applicable to the assigned area of responsibility, polices, and procedures
- Organize and maintain complete and accurate records
- Prepare clear and concise reports
- Work independently in the absence of supervision
- Tactfully respond to requests and inquiries from the general public
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Type at a speed necessary for successful job performance
- Maintain confidentiality in the performance of duties

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED

CERTIFICATES, LICENSES, REGISTRATION

- Valid Texas Driver’s License and current liability insurance

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk and/or hear for extended periods of time
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl from 1/3 to 2/3 of the time
- Up to 25 pounds lifting under 1/3 of the time
- Over 25 pounds lifting less than 1/8 of the time
- Close vision, at 20 inches or less and distance vision at 20 feet or more is required with or without optical correction

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to moderate noise levels

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/human.resources.dept>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901