



HAMILTON COUNTY

Job Posting Announcement
Department: District Clerk
Position/Title: Deputy District Clerk

Posting Date: July 28, 2022
Closing Date: Until Filled

Description

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

Summary

Under direct supervision, the Deputy Clerk performs a variety of administrative, general clerical, bookkeeping services and categorizes documents, exhibits, reporter's records and confidential records relating to court cases and files for the District Clerk office. This position may assist District Judge in the courtroom by ensuring the courtroom proceedings run efficiently and effectively.

Responsibilities

- Performs routine office procedures such as answers telephone, accepts payments, issues receipts, process mail, photocopies, scans documents and locates files and case information for attorneys, District Attorney, parole officers, state agencies and the general public.
- Assists customers and callers regarding District Clerk filings and directs them to the appropriate office or staff.
- Operates computer to enter and retrieve information.
- Files paper and electronic court documents.
- Reviews, processes, sorts, and organizes paper and electronic documents and instruments received for filing daily.
- Prepares and issues a portion of civil and criminal process, notices, and criminal court writs.
- Reviews and processes Bureau of Vital Statistics forms to send the State.
- Performs searches and locates and retrieves information for attorneys, District Attorney, Attorney General and the public.
- Copies and certifies documents.
- Organizes file room space.

- Prepares archival records and old files for records management.
- Assists with courtroom duties including civil and criminal non-jury docket and selection of jurors.
- Administers oaths as necessary to witnesses and interpreters, juries and defendants in criminal cases.
- Maintains docket entries for District Court.
- Perform other duties as assigned.

Education and/or Experience

- Requires High School degree or equivalent.
- Requires two years secretarial, office or bookkeeping work experience. Experience in a judicial or legal setting is helpful.

An application must be completed. No résumé's accepted in lieu of an application form. Applications can be obtained in the District Clerk's Office or downloaded from the Hamilton County website and returned to: Hamilton County District Clerk Sandy Layhew, 102 N. Rice, Suite 215, Hamilton, TX 76531, between the hours of 8:00-4:30, Monday – Friday.