

OFFICE OF THE DISTRICT CLERK

The District Clerk's office provides support of the district court in Blanco County, Texas. The District Clerk is the custodian of all court documents that are a part of any case and is responsible for the security of the records. Additionally the District Clerk's office is responsible for docketing, indexing and recording, collecting fees, fines and court costs and managing all funds held in litigation; and performs such other duties as are imposed by statute or rule. The District Clerk staffs the courtroom during trials and hearings in order to record verdicts, judgments and other documents. The duties of the District Clerk's office are extensive and interface with each phase of the judicial process.

The District Clerk's office maintains the official court record and receives for filing all documents in felony criminal, family, juvenile, delinquent tax and civil court cases.

After a court case is filed, the District Clerk's office may be requested by an attorney or directed by court order to issue certain documents for legal action. Some of the documents issued may include a citation to notify a party that a case was filed, a capias to have someone arrested, a protective order to keep someone from harm, a writ to garnish wages or a bank account, or an order to sell property.

The District Clerk's office performs duties from the time a case is filed through disposition, appeal and ancillary proceedings that may occur for many, many years after judgment.

According to statutory requirements, the District Clerk's office gathers data and reports to many State and local agencies. This extensive reporting assists the County, the State and the Texas Legislature to determine the proper operation of the courts, the effectiveness of the statutes and the need for change.

The District Clerk's office is responsible for managing the records so they are easily retrieved for court use and public information. As custodian of permanent records, the Clerk must assure that they are preserved and archived. Modern methods and the use of technology to facilitate an ever-expanding office have been emphasized in the District Clerk's office in the past few years. Using technology to enhance the services provided by the office, optical imaging has become a primary method of archival of records.

As a financial officer, the District Clerk's office collects court costs and fines set by statutes which are deposited in the general fund of the County. Other fees are collected and allocated to the State for the benefit of State agencies.

During litigation, money or other valuable items may be placed in the registry of the court the District Clerk. The District Clerk is often ordered to invest the money in interest bearing accounts for minor children until they reach their majority or until final judgment. The District Clerk may be called upon to administer numerous accounts.

The District Clerk is in charge of the jury selection process for Blanco County. Jurors are randomly selected by the computer system from the current voter registration list in

the county and from the residents of the county that are holders of a valid Texas driver's license or a valid Texas personal identification card issued by the Texas Department of Public Safety. This includes overseeing the arrangement of a jury, the selection of names for a jury and the payment of jurors. This also includes all duties associated with the grand jury.

JOB DESCRIPTION FOR
DEPUTY CLERK
OF THE BLANCO COUNTY DISTRICT CLERK'S OFFICE

Organizational Relationships

Reports to: District Clerk

Supervision: Under general direction of the District Clerk or Chief Deputy

Responsibility for Others: Non-Supervisory position

Other: Has regular contact with District Court Judges and their coordinators, local Law Enforcement Agencies, other County Departments, Texas Department of Public Safety, Court of Appeals for the State of Texas-Criminal and Civil, Vital Statistic Office of the State of Texas, Attorney Law Offices and Staff, and the general public

Examples of Work

Essential Duties

Assist District Clerk with assigned duties;

Assists Attorney Law Offices, County Departments and the general public, in person and/or over the telephone, with filings, record searches, and information as needed;

Issues summons, warrants, citations, writs, and/or other legal documents in accordance with statutes and departmental rules and regulations;

Receives payments, post fines and fees, and issues receipts for court costs and fines;

Files, indexes, numbers and docket new cases (civil, criminal, juvenile, family, tax, attorney general and child protective);

Prepares reporting forms for information requested by the Vital Statistics of the State of Texas, Court of Administration, the Court of Appeals, Office of the Attorney General, and/or the general public;

Performs a variety of clerical functions as needed, including making copies, making exemplified and certified copies, filing, indexing and recording information of a sensitive nature and otherwise, picking up, sorting, delivering, recording and processing mail,

Mails forms and/or materials to persons, agencies, firms, and organizations, including typing envelopes, letters, and state required statistical reports;

Establishes case files, files documents and/or information in files, removes files upon request, and matches files with reports or correspondence as requested;

Takes information from the public to be used in completing the necessary forms and applications made to the court;

Closes out cases when final orders are signed, including determining if all fees were collected, making cash disbursements for overpayments, and mailing final order notices to all parties involved. In the case of certain criminal convictions, certain state agencies must be notified;

Prepare cases for transfer to other counties, including the bill of cost;

And any other duties as assigned.

Other Important Duties

Responsible for safeguarding certain information that is deemed confidential and/or sealed by the court;

Testifying to documents and office procedures in certain court cases;

May act as receptionist or telephone operator, answering questions and directing visitors;

May balance money by transactions, as collected;

May transfer hard copy forms to computer format; and

Perform such other related duties as may be assigned.

Required Knowledge, Skills, and Abilities

Ability to perform essential duties of the position in the working conditions and schedules as described;

Must be able to maintain confidentiality of records as required by law;

Ability to communicate effectively, both orally and in writing;

Knowledge of modern office practices and procedures;

Proficient in the use of office equipment such as copier, scanner, computer, calculator, etc.;

Ability to perform assigned duties without continual supervision and to make sound, independent judgments;

Ability to manage multiple and changing priorities as may be necessary;

Ability to establish and maintain effective working relationships as necessitated by work assignments;

Ability to function under pressure with accuracy meeting frequent deadlines;

Skill to effectively deal with the public in a professional and positive manner

Working Conditions

Physical demands of the position require daily and prolonged repetitive motor movements: Computer data entry; Use of other office equipment; prolonged sitting and/or standing; daily replacement of records requires stooping, bending over, moving, lifting & pulling of storage files.

Schedule

Monday through Friday, 8:00 o'clock am until 5:00 pm, with an hour for lunch.

Regular attendance is **essential** and employee **must** arrive on time prepared to perform assigned duties

Leave/Benefit Plan

Leave package includes paid vacation, holiday and sick leave. Benefit plan includes retirement plan with the Texas County and District Retirement System. County provides and pays for employee major medical coverage. Dependent coverage is available. County provides workers' compensation and unemployment coverage.

Knowledge of: legal procedures and laws; current business practices and procedures

Skill/Ability to: use Windows , word processing, data inquiry; type accurately at a speed of at least 40 words per minute; operate a calculator; maintain privacy of the files and issues regarding juveniles, even with the employees you work with; correctly utilize business English, spelling, punctuation, and arithmetic understand