



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B0630	Title:	Clerk II
Pay Group:	14	Department:	Justice of the Peace Pct. 1
FLSA Status:	Non-Exempt	Reports To:	Justice of the Peace
Approved Date:		EEOC Category:	Office and Clerical

General Summary:

Performs receptionist duties, including answering phones and greeting the public; enters class C misdemeanors and traffic citations into the computer; receives payments, posts funds, and issues receipts for fines, court costs, and other documents; assists the public in person and by telephone; types correspondence, subpoenas, warrants, affidavits, citations, probable cause letters, and other documents; sets up and maintains court docket and assures no schedules conflict with Judge's schedule; and monitors cases in the computer system.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages; Enters class C traffic citations into the computer and/or docket book; Monitors docket books for past due citations and payments, probation expirations, and defensive driving course deadlines; Files small claims and forcible detainer suits, including entering information into computer system; Drafts and mails letters for show cause hearings; Prepares various court documents and mail notices. Issues, enters, and files misdemeanor and felony warrants; Handles, receives and posts payments for small claims and forcible detainer suits, traffic violations, fines and court costs. Receives and posts payments for justice civil suits; Establishes payment plans for traffic violations, fines, and court costs; Assists with jury trials, including checking in prospective jurors, preparing excuse letters, and collecting and tallying pay forms. Monitors cases in computer system, including dismissed cases; Answers phones and greets the public and provides assistance or directs to appropriate personnel; Discusses traffic tickets and class C misdemeanors with the public; Prepares paperwork for defendants on payment plans or deferred adjudication. In charge of mailing letter to defendants that have failed to make payments. In charge of issuing warrants/Capias Pro-Fines. Enters Omni Fees into Texas Web/FTA. Prepares the Omni Fee reports. Prepares all the paperwork for the Judge during Magistration/Jail Run week.

Other Duties as assigned.

<i>Supervision</i>	
Received:	Received form Justice of the Peace
Given:	This is a non-supervisory position.

<i>Education</i>	
Required:	High school graduation or its equivalent.
Preferred:	

<i>Experience</i>	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Computers; general bookkeeping practices and procedures; standard office practices and procedures; and principles of customer service, court rules, procedures, and Texas law. Operate computers, especially to perform basic word processing functions; read and understand manuals, codes, and statutes; perform basic mathematical functions; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the public.
<i>Work Environment</i>	
Typical:	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. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to work closely with others as part of a team. The employee is frequently required to work under time pressures to meet deadlines and to perform multiple tasks simultaneously.