

**CASS COUNTY, TEXAS  
POSITION VACANCY  
PLEASE POST**

<b>Job Title:</b> Deputy District Clerk - Felony		<b>Job Announcement Number:</b> DC 18-0001	
<b>Department:</b>  District Clerk	<b>Salary:</b>  \$12.18/HR.	<b>Position Type:</b>  Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
<b>Additional Position Information:</b> FLSA Non-Exempt			

**POSITION DESCRIPTION**

**General Purpose:** Performs a variety of clerical duties in support of District Clerk's Office operations; prepares courtroom and/or other types of legal documentation; and provides customer service to the public.

**Primary Duties and Responsibilities:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties:* Answers and directs incoming calls to appropriate departments and/or individuals; Responds to public inquiries regarding court processes, filing fees, civil and criminal cases, jury duty, and child support; Performs data entry in relation to documents generated or file marked by the District Clerk's Office; ensures documents are entered under appropriate case numbers; Generates jury lists for the District, County Court at Law, and Justice of the Peace courts; Issues and/or prepares a variety of court documents including but not limited to citations, temporary restraining orders, abstracts of judgment and writs; Prepares civil and criminal transcripts for the Court of Appeals and documents all transactions between the District Clerk's Office, Court of Appeals and parties involved in appeal processes; and Performs other duties as assigned or required.

**Example of Job Duties:** Attend Court for Docket Calls; Filing legal documents; Receiving and processing any and all documents filed in connection with cases on file; Assisting the general public in filing cases or locating cases/instruments filed in the District Clerk's Office; Filing and locating court records; Computer data entry and word processing; Assisting other staff members in office duties.

**POSITION SPECIFICATIONS**

**Education and Experience:** High School Diploma or equivalent, and one year clerical and customer service experience; OR an equivalent combination of education and experience.

**Required Licenses or Certification:** None.

**Required Knowledge of:** General office practices and equipment; Standard computer software applications; Customer service standards and protocol; Basic legal terminology and court documentation.

**Required Skill In:** Performing a variety of general clerical functions; Responding to inquiries and providing customer service to the public; Preparing and issuing various types of court documents; Maintaining departmental records and performing accurate data entry; Establishing and maintaining effective working relationships with others.

**Physical Demands/Work Environment:** Work is performed in a standard office environment and involves regular contact with the public. Subject to sitting and standing for extended periods of time, walking and occasional lifting of objects up to 40 pounds.

<p>An official Cass County Application must be received by Cass County Treasurer Donna Early, 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX</p> <p><b>UNTIL FILLED</b></p>	<p><b>HOW TO MAKE APPLICATION</b></p> <p><b>For An Application Contact:</b> Cass County Treasurer PO Box 152- Linden, TX 75563 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center or Go to <a href="http://www.co.cass.tx.us">www.co.cass.tx.us</a>; County Offices; Treasurer to print out an application from the County website.</p> <p><b>EQUAL OPPORTUNITY EMPLOYER</b></p>
<p>Resumes without an application form will not be accepted</p>	<p>Auxiliary aids and services are available upon request to individuals with disabilities.</p>