



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Justice Clerk – Part Time	<b>Job Number</b>	625-0855-102121
<b>Department Head</b>	Justice of the Peace 1-1	<b>Date Open</b>	October 21, 2021
<b>Salary Range Minimum</b>	\$14.37 Hourly	<b>Application Deadline</b>	Until Filled

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Hays County – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### **Education and/or Experience**

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or equivalent.

Requires three years clerical, bookkeeping, money handling or directly related experience.

### **Other Qualifications, Certificates, Licenses, Registrations**

- Justice Court Clerk Certification received through Texas Justice Court Training School preferred.
- Prefer bilingual (Spanish and English).
- Prefer Notary Public Certification.
- Prefer working knowledge of civil aspects of the law.
- Prefer prior experience as a judicial clerk.
- Ability to maintain continuing education requirements for the State of Texas.
- Ability to be bonded.

### **Required Skills**

- Prepares and processes forms and orders for civil claims, and criminal and traffic cases. These cases may include hot check cases, nuisance violations, evictions, animal control, alcoholic beverage commission cases and school truancy cases.
- Sets court dates, hearing and trials, including jury trials.
- Coordinates court dates with attorneys and police officers.
- Prepares and processes a variety of official documents such as citations, judgments, warrants, complaints, affidavits, routine reports, subpoenas, notices, jury lists and form letters.
- Assists customers in person and on the telephone, explaining procedures, fines and forms, and responding to inquiries on case status.
- Performs receptionist duties, which involves greeting customer, answering telephone, taking messages and making appointments and reservations.
- Checks and verifies warrants, outstanding tickets and affidavits.
- Reconciles receipts for the money deposited.
- Makes bank deposits.
- Prepares and prints Distribution Summary Reports.
- Administers the activities regarding revenues, receipts and deposits.
- Collects and receipts all revenues both hand delivered and mailed such as fines and fees.
- Closes out daily receipts and submits daily report.
- Performs bookkeeping functions such as collecting fees and fines, issuing receipts, issuing restitution payment, reconciling cash receipts and preparing bank deposits.
- Performs office duties such as notarizing documents, witnessing signatures, ordering office supplies, copying and filing documents.
- Certain positions translate in Spanish, run errands, answer phones and do filing for other offices in the building.
- Assures the services delivered meet quality and timeliness standards.
- Communicates all changes and problems to the Justice of the Peace.
- Responds to telephone inquiries from individuals with questions.
- Directs and screens telephone calls to the other members of the office.
- Prepares appropriate revenue reports upon request.
- Performs other duties as assigned.

### **Summary**

Under general supervision, the Justice Clerk performs a variety of administrative and accounting support functions for the Justice of the Peace Office. The Justice Clerk performs a variety of clerical procedures following prescribed procedures and assists in revenue and bookkeeping services for the office of the Justice of the Peace. The work involves preparing and processing forms and orders involving the filing and disposition of civil claims, and criminal and traffic cases, as well as accepting cash and checks and issuing receipts on a daily basis. This position affects the accuracy, reliability and acceptability of further processes and services.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**