

# WALLER COUNTY DISTRICT CLERK JOB ANNOUNCEMENT

Job Title: Full Time Deputy Clerk	Hours: Mon-Fri 8:00am – 4:30 pm
Division: Civil and Criminal Division	Salary: \$18.50 /Hourly

Applications are available on the Waller County website at [www.co.waller.tx.us](http://www.co.waller.tx.us). All applications should be returned **with a resume** by one of the following methods:

1. In person at 400 Sheriff R. Glenn Smith Dr., Hempstead
2. Mailed to 400 Sheriff R. Glenn Smith Dr., Hempstead, TX 77445
3. By email to [e.pirkle@wallercounty.us](mailto:e.pirkle@wallercounty.us)

### **Applicant Must:**

- Have a High School Diploma/GED; plus experience in clerical functions, preferably in the judicial system, District Clerk’s office, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities as shown below.
- Have good computer and data entry skills.
- Have good personal interactive and organizational skills.
- Be able to stand for lengthy periods.
- Frequently be able lift up to 15lbs.
- Have the ability to establish and maintain effective working relationships with co-workers, other county employees and the general public.
- Be able to communicate effectively orally and in writing.
- Be able to tolerate hi-stress situations.
- Willingness to train and work in any area of office as needed.
- Be bondable under The District Clerk’s Official Bond
- Pass a Criminal Background Check.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of clerical procedures (preferred, but not required) involved in processing and preparing documents, instruments, records and reports related to the operation of both the civil and criminal court.
- Ability to adjust to rapidly fluctuating situations, and multiple simultaneous projects;
- Ability to organize work, set priorities, meet critical deadlines, and follow up assignments with minimum direction.
- Have a basic knowledge of legal terminology.
- Skill in the operation of a variety of office equipment, including personal computer, typewriter, scanner, photocopier, telephone, etc.
- Have the ability to communicate effectively both orally and in writing in the English

language

- Ability to establish and maintain effective working relationships with judges, members of the legal profession, other governmental entities, other employees of Waller County and the general public.
- Bi-lingual helpful but not required.

**MANAGEMENT SCOPE:**

- Receives general supervision from District Clerk and Chief Deputy Clerk

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

**ESSENTIAL FUNCTIONS:**

- Review and process all original petitions, pleadings, motions, briefs, orders, etc. submitted to the court and filed at the counter or through eFileTexas.gov according to procedures.
- Prepare and issue citations, subpoenas, attachments, precepts, capias (whether by posting, publication, certified mail, or by personal service), writs of commitment, notices to the employer for withholding child support, commissions for depositions or other legal instruments as authorized by the court or requested by attorneys.
- Receipt and disburse daily cash transactions according to established procedures.
- Courtroom duty, including civil/criminal non-jury docket, selection of jurors, administration of oaths, fingerprinting and any other duties directed by the judge.
- Maintain confidentiality and security of legal documents and courtroom proceedings.

**ADDITIONAL DUTIES:**

- Operate computer terminal for information retrieval and data entry of criminal and civil case records, and word processing.
- Receive, sort, and distribute incoming and outgoing mail. Including, but not limited to, mailing orders and settings to all parties in a suit.
- Administer oaths and notarization for papers filed in the District Court.
- Perform routine office procedures such as answering the telephone, copying records as required and perform record searches of criminal and civil files. Respond to inquiries about filing fees, jury excuses and civil suits.
- Provide clerical support (filing, typing, data entry, etc.), as the workload allows.
- Make docket entries on all pending criminal and civil cases.
- Properly and Accurately Research Records.
- Perform other duties as assigned within the scope of the department.
- Support and Assist office staff as needed.

**Applications Accepted until Position Filled**

Waller County is an equal Opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.

NOT ALL APPLICANTS WILL BE INTERVIEWED