



COMPANY NAME: BOWIE COUNTY

Job Title:	Justice Court Clerk	Department:	Justice of the Peace Precinct 1, Place 2
Location:	Bi-State Justice Bldg.	Travel Required:	Annual conference training
Level/Salary Range:	\$34,281.71	Position Type:	Full time with benefits
Date Posted:	April 26, 2024	Posting Expires:	Until position is filled.

Applications can be requested via:

Phone: (903)-798-3038

Email: Vanessa.Thompson@bowiecounty.org

Krista.Wright@bowiecounty.org

Subject Line: Court Clerk application for
Justice of the Peace Precinct 1, Place 2

Return completed applications to:

The Bowie County Justice of the Peace office located on the 2nd floor of the Bi-State Justice Building at 100 N. State Line Avenue Texarkana, Texas 75501.

Applications MUST be returned in person

Position Summary:

- Under general supervision, the Court Clerk performs a variety of administrative and accounting support functions for the Justice of the Peace office. The Court Clerk performs a variety of clerical duties following prescribed procedures and assists in revenue and bookkeeping services for the office. The daily work involves preparing and processing forms and orders involving the filing and disposition of civil and administrative claims, and criminal and traffic cases, as well as accepting cash and checks and issuing receipts. This Court is also responsible for assisting in Magistrate duties of the Judge and entering offenders in the Public Safety Reporting System. This position affects the accuracy, reliability and acceptability of further processes and services.

Job Description and Essential Job Functions:

- Prepare and process forms and orders for civil claims, criminal claims, and traffic cases. These cases may include administrative hearings, evictions, small claims and debt claims, emergency detention warrants, emergency protection orders, and inquests.
- Set court dates, hearings, and trials – including jury trials, and notify all parties of scheduled settings.
- Coordinate court dates with attorneys, police officers, the jury office, and all other parties involved.
- Prepare and process a variety of official documents and forms such as citations, judgments, warrants, complaints, affidavits, routine reports, subpoenas, notices, and jury lists.
- Assist the public in person and on the telephone by explaining procedures, fines, and forms, and responding to inquiries on case status without providing legal advice.
- Collect and receipt all revenues for fines and fees, received both by mail and in person.
- Act as a liaison between Judges, defendants, officers, and attorneys.
- Perform bookkeeping functions such as collecting fines and fees, issuing receipts, issuing restitution payments, reconciling cash receipts, and preparing bank deposits.



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- Transfer cases to other Courts as necessary, and file appeals with the County or District Clerk's Offices.
- Issue summons or subpoenas to all parties involved in cases, including officers, witnesses, and defendants – as needed.
- Assist the Judge, as necessary, by providing information concerning fines and filing fees, determining eligibility requirements of those who want to take driver safety courses, and establishing payment schedules for fines, under the direction of the Judge.
- Perform receptionist duties including greeting customers, answering the telephone, and responding to emails and faxes.
- File and date stamp incoming mail, take messages, and schedule appointments.
- Prepare inquest paperwork for the Judge to certify death certificates.
- Perform background checks on arrestees by running criminal histories and enter bond information in the Public Safety Reporting System.
- Enter active emergency protective orders in the Protective Order Registry for the State of Texas.
- Will be required to attend continuing education classes concerning mandates and laws.

Education:

- High School Diploma or GED

Required Skills and Experience:

- Excellent verbal and written communication skills.
- Type accurately at a speed of at least 45 words per minute.
- Ability to exhibit a high level of confidentiality and integrity while handling sensitive matters.
- Strong Organizational skills and proven ability to maintain accurate, detailed records.
- Ability to accurately sort, file, and retrieve material using alphabetical, numerical, and/or chronological systems.
- Keen attention to detail; careful and accurate data entry.
- Knowledge of basic arithmetic and statistics including addition, subtraction, multiplication, division, decimals, percentages, and configuring interest.
- Ability to establish and maintain effective working relationships with County employees and officials, Judges, attorneys, outside agencies, and the general public.
- General skill in operating standard office equipment such as personal computers, calculators, and telephones.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems i.e., Microsoft Word, Excel, Outlook, and Teams.
- Maintain appropriate and necessary certifications.

Preferred Skills and Experience:

- At least one (1) year of responsible clerical experience, preferably pertaining to legal procedures and terminology, the court system, or customer service experience.
- Knowledge of Bowie County Justice Court regulations, policies, and procedures.
- Knowledge of Federal, State, and Local laws related to traffic, civil and criminal procedure, family code, penal code, and juvenile laws.



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Physical Demand Requirements:

- Prolonged reading and visual examination of documents; sitting, standing, filing, walking, and bending in the performance of daily activities.
- Continuous work at a desk and computer terminal.
- Must be able to lift up to 25 pounds.
- Must pass a drug screening.
- Subject to a criminal background investigation.

Hours/Special Conditions:

- Monday through Friday, 8:00 A.M to 5:00 P.M and rotating Saturdays 8:00 A.M to 12:00 P.M