

WICHITA COUNTY

Job Announcement



Posting Number: 2018-026

POSITION: Justice of the Peace Clerk (Traffic)

LOCATION: Wichita County
Justice of the Peace, Precinct 1, Place 1
900 7th Street, Room 281
Wichita Falls, TX 76301

SUPERVISOR: Judge Janice R. Sons

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday

SALARY: Up to \$2,250.28 per Month (Based upon Qualifications)

POSTING DATE: September 20, 2018

CLOSING DATE: October 3, 2018 or Open Until Filled

► **JOB SUMMARY:**

The Justice of the Peace Clerk performs a variety of clerical and technical duties in support of the Justice of the Peace Court's judicial services and administrative functions.

► **ESSENTIAL JOB FUNCTIONS:**

- Represents office in a professional capacity; assumes confidentially in all matters. Requires frequent effective interaction with the public, both on the telephone and in person.
- Receives and enters data regarding all traffic and non-traffic tickets filed specifically by the Department of Public Safety and other law enforcement agencies in Wichita County.
- Sets court dates and notifies all parties involved for Jury and Bench trials.
- Prepares warrants of arrest, summons and subpoenas for Judge's signature as necessary.
- Provides information to general public, media, attorneys and law enforcement agencies and other County offices regarding infractions, criminal traffic and criminal non-traffic cases.
- Indexes and files citations and warrant of arrest files and maintains a system by which documents and files may be accessed. Follow state archive requirements for destruction of files and records.
- Receipts monies for traffic infractions and court fines, and maintains a cash drawer on a daily basis.

GENERAL FUNCTIONS:

- Serves as receptionist by answering telephone, greeting customers, and directing them to the proper party or office.
- Performs duties of other clerks when they are dealing with other customers or out of the office.

- Schedules weddings, collect fees for weddings, and type marriage licenses.
- Must have the ability to organize traffic desk as needed
- Must have excellent communication skills, both orally and written
- Must be able to operate standard office equipment (photocopies, telephone, typewriter, facsimile machine, 10-key adding machine and computer) and have a functional knowledge of Windows and word processing

Financial:

- Receipts monies collected for traffic fees and monies collected for civil fees civil clerk is not available.
- Balances monies and daily traffic receipts with distribution reports.
- Balances combined daily receipts with reports and prepares deposit for Treasurer when other clerk is not available.

Records Retention:

- Ensure all storage boxes are labeled and stored properly.
- Pull files that exceed retention period and arrange for their destruction in accordance with the Records Control Schedule set up by the Texas State Library.

PERIPHERAL FUNCTIONS:

- Performs the duties and responsibilities of co-workers in a backup role when necessary. This includes processing evictions and all civil cases.
- Stays updated on knowledge of local courts rules and terminology, as well as legislative changes affecting Justice Court.
- Acts as a receptionist for the Justice of the Peace and screens incoming calls, personal visits, problems and other relevant matters, evaluating relative importance of each.

Special Training:

- Attend 16 – 20 hour schools (basic to advanced) presented by the Texas Justice Court Training Center.
- Attend one-day schools on specialized topics.
- Attend legislative updates every two years to keep up with new laws that affect our Court.

► MINIMUM QUALIFICATIONS and KNOWLEDGE, SKILLS AND ABILITIES:

- Must be at least 18 years of age.
- Must be a high school graduate or equivalent (GED).
- Must be able to answer multi-line telephones using proper business telephone etiquette.
- Must be able to read, write and comprehend instructions, correspondence, and memos.
- Must be courteous, friendly and have excellent customer service and public relation skills.
- Must be a TEAM player and able to conduct self in a professional manner and assist co-workers, as needed.
- Must be able to develop and maintain good working relationships with a diversified group of Wichita County elected officials, department heads, supervisors, employees and the public.
- Must have excellent verbal and written communication skills with the ability to present information and respond to questions.

- Must have a good memory and excellent recall.
- Must be “results oriented” - have excellent organizational skills, be detail-oriented and self-motivated, able to perform at a high-level of productivity and produce high-quality, accurate work with minimal supervision.
- Must be able to multi-task and perform in a high stress environment.
- Must be proficient in the use various types of office equipment to include telephones, copiers, printers, facsimile machines and 10-Key adding machines.
- Must have a working knowledge in using Microsoft Office Word.
- Must be able to input data into a personal computer and perform duties with minimal errors.

► **CONDITIONS OF EMPLOYMENT:**

- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must pass a thorough background investigation and drivers’ license check conducted by Wichita County.
- Must be able to sit at a desk and work for moderate periods while performing repetitive tasks.
- Must be able to occasionally move and/or lift loads such as boxes of copier paper and supplies weighing up to forty (40) pounds.
- Regular attendance and punctuality are mandatory.
- **TOBACCO USE** - Wichita County owned buildings, facilities and vehicles are non-smoking/tobacco-free working environments. Smoking/Tobacco Use is only permitted in designated areas.
- Final applicants may be required to undergo skills assessment testing to evaluate their proficiencies in keyboarding and the use of personal computer programs to include Microsoft Word.

To be considered for employment, applicants must submit a completed Wichita County Employment Application.

► **APPLY TO:**

**Wichita County
Human Resources Office
900 7th Street, Room 132
Wichita Falls, Texas 76301-2441
(940) 766-8108 or (940) 716-8531**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (8900) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, Texas 76301-2441.