

WICHITA COUNTY

Job Announcement



Posting Number: 2018-018

POSITION: General Clerk (Records Director)

LOCATION: Wichita County Courthouse Annex
600 Scott Street, Suite 204
Wichita Falls, Texas 76301

SUPERVISOR: Wichita County Chief Public Defender

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday
(Occasional overtime may be required)

SALARY: UP To \$2,379.54 per month (depending upon qualifications)

POSTING DATE: June 15, 2018

CLOSING DATE: June 29, 2018 or Until Filled

► **JOB SUMMARY:**

The Records Director opens and closes attorney-case files, collects and inserts relevant appointment and charging documents into files and acts as the office librarian and archivist. This position involves data entry, records research, knowledge of the in-house law library (and County Law Library), and the ability to interact with the courts, court personnel and other county and law enforcement departments.

► **ESSENTIAL DUTIES:**

- Enters into the office computers/database all assigned criminal and other court-appointed cases.
- Contacts the appropriate County office regarding status of criminal cases assigned to this office.
- Prepares file folders for all criminal cases assigned to the office.
- Prepares daily and monthly reports for all criminal cases assigned to the office.
- Closes out and files all finalized cases.
- Maintains library, legal and technical reference books, any digital, CD and DVD updates in the Public Defender's Office (PDO) law library.
- Performs all other job related duties as assigned (i.e. phones, mail, filing, etc.).
- Possesses and demonstrates the ability to deal with public in a pleasant and effective manner and maintain effective relationships with others.
- Handles inquiries whether by telephone or in person in a courteous and professional manner.
- Possesses and demonstrates the ability to work independently on clerical tasks and keeps accurate clerical records.

- Demonstrates considerable knowledge of business English and spelling, punctuation, arithmetic, office practices, procedures and the application of each.
- Must maintain strict client and office confidentiality.
- Possesses and demonstrates the ability to handle stressful situations in a professional manner.

► **MINIMUM QUALIFICATIONS:**

- Must be at least eighteen (18) years of age.
- Must have a high school diploma or GED equivalent.
- Previous secretarial or comparable experience is strongly preferred, but not required.
- Previous experience in a law office and/or general knowledge of civil and criminal law is preferred, but not required.
- Must have experience in computer operations and be proficient in the use of Microsoft Office.
- Must be proficient in the use of various types of office equipment such as copiers and fax machines.
- Must have knowledge of business English, grammar, spelling, punctuation and proofreading.
- Must have good basic math skills.
- Must be skilled in dealing with clients and the general public in a professional manner.
- Must be skilled in establishing and maintaining effective professional relationships with colleagues and employees of other departments.
- Must have the ability to accurately type at least forty (40) words per minute.
- Must have the ability to accurately document work performed.
- Must have the ability to maintain strict client and office confidentiality.
- Must have the ability to effectively deal with dissatisfied clients and others in a professional manner.
- Must have the ability to handle stressful situations in a professional manner.
- Must be able to pass a pre-employment physical exam and drug test paid by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must deal extensively with the public and legal community.
- Performs repetitive tasks daily.
- Must be physically able to occasionally lift and/or move loads weighing up to thirty (30) pounds.
- The Public Defender’s Office is a non-smoking environment.

► **APPLY TO:**

To be considered for employment, **please submit your completed Wichita County Employment Application, cover letter, resume, transcript and writing sample to:**

**Wichita County Human Resources Office
900 7th Street, Room 132
Wichita Falls, Texas 76301
(940) 766-8108
(940) 766-8277 FAX**

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 ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1 (800) 735-2989, VOICE 1 (800) 735-2988. For candidates requesting Braille or Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, TX 76301.