



## **JOB LISTING**

Justice of the Peace Pct. 2

December 11, 2018

**Position:** Full Time/Deputy

**Benefits:** Health benefits

**Eligibility:** High School diploma or equivalent

**Requirements:**

- Computer experience (MS Word – will train on other software programs.)
- Must possess excellent public relations, communications and telephone skills
- Must be able to be bonded and insured
- Valid driver's license

**Duties:**

- Filing
- Answering phones
- Opening and processing mail
- Basic bookkeeping
- Run work-related errands
- Accurate and maintain accurate records
- Respond to requests and inquiries from the general public
- Handle a multi-task, occasionally fast-paced, environment
- Effectively work closely with others
- Work independently on assigned duties
- Work will involve confidential information
- Be available to occasionally work overtime
- Moderate lifting up to 50 lbs.
- Carry out all other duties not listed herein that might be required by the Justice of the Peace for the proper operation of the office.

Applications may be obtained from:

Justice of the Peace Pct. 2

Lee County Courthouse

200 S Main Room 114, Giddings, Texas 78942

Or downloaded from the Lee County, Texas website: [www.co.lee.tx.us](http://www.co.lee.tx.us).

Applications **must** be returned by mail or hand-delivery to the Justice of the Peace Pct. 2 office

Deadline to submit application: Open until position filled.



## **JOB DESCRIPTION**

### **WORKING TITLE: DEPUTY CLERK**

### **DEPARTMENT: JUSTICE OF THE PEACE PCT. 2**

### **REPORTS TO: JUSTICE OF THE PEACE PCT. 2**

### **GENERAL DESCRIPTION**

This position is a non-exempt position that performs a variety of clerical, bookkeeping and related duties to provide support for the daily operations of the Justice Court in accordance with departmental procedures and regulations as well as state laws and statutes. This is a part-time, regular position.

### **Organizational Relationships**

Has frequent contact with other county officials and their staff, federal, state and local agencies, law enforcement officers and the general public.

### **Essential Duties and Responsibilities**

- Process and prepare documents, such as, government forms, letters, memos, billings and reports
- Answer telephones, direct calls and take messages
- Assist the public in person and over the telephone with filings and information as needed
- Compile, index, copy, sort, and file records of the office
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail
- Maintain and update filing, inventory, mail and data base systems – either manually or using a computer
- Receive payments, post funds, and issue receipts for monies received
- Perform ministerial duties including signing documents using the seal of the office and file stamping documents
- Regular attendance is required- must arrive at work on time, prepared to perform assigned duties and work assigned schedule

### **Additional Responsibilities**

- Run errands for the office, including but not limited to, the bank, post office, county offices
- Be cross trained in all positions in the office
- Perform other related duties as may be assigned

### **Education Requirements**

- High school graduate or equivalent



### **Knowledge, skills, and abilities**

- Establish and maintain effective working relationships with other county employees and officials and the general public
- Apply correct business English, spelling, punctuation and math
- Operate routine office equipment, such as, computers, phones, copiers, scanners, faxes, calculators, and postage machines
- Bookkeeping fundamentals
- Demonstrate proficiency in both oral and written communication
- Have and maintain the ability to work independently
- Have and maintain the ability to use computer systems necessary to perform duties
- Have and maintain the ability to concentrate on a task over a period of time without being distracted and work well with interruptions
- Must possess a cooperative and positive attitude at all times
- Make sound decisions in stressful situations
- Must be flexible and willing to learn new business practices and procedures as they arise
- Be extremely accurate with any work product

### **Physical demands and work environment**

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit, stand, or walk for prolonged periods of time
- Required to lift up to 15 lbs. regularly and up to 50 lbs. occasionally
- Specific vision required includes both up close and distance
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- Employee regularly works inside environmental conditions while performing the duties of this job
- The noise level in the work environment is usually quite

### **Special conditions**

- Required to occasionally work overtime
- Required to dress in professional business attire at work daily
- Required to be bondable
- Required to possess and maintain a valid driver's license

