

<b>Employee</b>	<b>Current Job Description</b>	<b>Proposed</b>
Elizabeth Alcoser	Clerk III	Clerk III
Della Espinoza	Clerk III	Clerk III
Brenda Gonzales	Clerk III (Criminal Court Clerk)	Clerk III
Charla Malloy	Clerk III (Criminal Court Clerk)	Clerk III
Teresa Harris	Clerk III (Civil/Jury)	Clerk III
Vanessa Masias	Clerk III (Civil/Jury)	Clerk III
Michele Stysliger	Clerk III (Probate)	Clerk III
Christina Tobar	Clerk IV (Senior Collections)	Clerk IV
Cynthia Peterson	Clerk VI (Criminal Coordinator)	Clerk VI
Blanca Zamora	Clerk VI (Criminal Coordinator)	Clerk VI
Cynthia Foster	Clerk VI (Civil Corrdinator)	Clerk VI
April Bustos	Clerk VI (Probate Coordinator)	Clerk VI

DRAFT

Comal County  
Job Description

**Job Title:** Clerk III  
**Department:** County Court-at-Law  
**Employee Name:**  
**Salary:** N4  
**Location:** Comal County  
**FLSA Status:** Nonexempt  
**Approved Date:**

**Job Code Number:**  
**DOT Code:**  
**Employee ID:**  
**Reports To:** Executive Office Manager III  
**Prepared By:**  
**Approve By:**

**SUMMARY**

Under direct supervision, the Deputy Clerk III performs various complex clerical duties involving legal documents and court records. This position requires knowledge of legal documents, legal terminology, and the ability to understand and follow state laws and/or statutes in accordance to the regulations and policies of the County Clerk's Office. This individual may be utilized in any department of the County Court at Law Clerk's Office including, Civil, Jury, Criminal, Probate/Mental Health, Collections or Records Management and must have the ability to multitask and learn several different job functions. This position is required to attend the dockets, hearings, and trials for the County Courts at Law and process all courtroom legal documents. The ability to navigate, maintain, and utilize records using a case management system, jury program and electronic filing system is essential to this position. The duties include complex data entry and utilizing various filing techniques and record management methods in accordance with state law, regulations and policies of the County Clerk's Office. This individual has daily contact with the general public, Judges, court staff, attorneys, and other county departments. This is a position that handles a high volume of cases and confidential legal matters; the ability to use independent judgment and discretion is imperative. Performs a variety of administrative and bookkeeping services as well as general office duties as required. This position requires close interaction and teamwork between co-workers and supervisors. This is a full-time position and is essential that the individual be at work during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding sanctioned holidays, scheduled/approved vacation, or illness as stated in the guidelines of the policies of Comal County and the County Clerk's Office. Attendance is an essential function of the job.

**SUPERVISION RECEIVED**

Works under the general supervision of the Executive Office Manger III

**SUPERVISION EXERCISED**

None generally

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Requires the individual to adhere to regulated office procedures and legal statutes. Judgment must be administered to a group of specific laws where there are no proven guidelines. Individual must be able to perform several critical tasks at a time while maintaining proficient accuracy and attention to critical detail. Position requires the ability to perform multiple critical

functions concurrently. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Accurately accept, process, and prepare a new case record while utilizing the case management system, and electronic filing system when required, for all cases filed in the County Courts at Law.
2. Intake money and process payments made in person, by online payment, and through electronic filing system.
3. Must calculate and collect all applicable filing fees and service fees in accordance with the laws, statutes and local rules governing such fees and court costs.
4. Attend all court sessions as directed for the County Courts at Law. Including jury trials, bench trials, jail dockets, criminal, civil, and probate proceedings.
5. Make entries on court dockets concerning actions taken while in courtroom and the results of the hearing. Provide final docket to court administrators as necessary.
6. Enter and scan all legal documents and orders filed during courtroom proceedings. Such as criminal plea agreements, jail commitments, order for capias, civil judgments, petitions, applications, oaths, affidavits, wills, motions and orders to pay fine, court cost, restitution and attorney fees. Execute all orders of the court in accordance with the Judge's ruling.
7. All filings MUST be processed timely and efficiently regardless of filing method. Filings must be processed as soon as possible according to priority level and the nature of the filing. Continual monitoring of the electronic filing system is required. All electronic filing must be processed with accuracy and attention to detail and the fees attached to the filing.
8. Required to utilize judgment when processing e-file in order to provide the best service possible and maintain the record of the court. Troubleshooting e-file errors may be required.
9. Assist customers and callers and direct them to the appropriate office or staff if needed.
10. Issue citations, notices, precepts, subpoenas, writs, abstracts, and all other legal documents with great attention to detail and in accordance with the law.
11. Issue capias' and warrants for all misdemeanor charges under the direction of the Judge or Magistrate. Such as search warrants, arrest warrants, bench warrants, capias for failure to appear, motions to revoke/adjudicate probation, release of surety, violation of ignition interlock, and violation of the Pre-Trial Bond Program.

12. Enter, scan, file and maintain all bond records for criminal misdemeanor charges, civil, or probate matters.
13. Enter, scan, file and maintain paperwork for unfiled misdemeanor charges including but not limited to pauper's affidavits, magistrate's warnings, return warrants, and bond conditions.
14. Report all criminal dispositions through the Criminal Justice Information System of the Department of Public Safety. This would include all details of the plea documents, judgment, and judge's rulings during sentencing of the defendant.
15. Process all applications for payment plan submitted by criminal defendants during court. Create payment accounts for criminal defendants according to courts order. This must also be done in accordance with the state mandated Collection Improvement Program.
16. Monitor and document all criminal defendant accounts for non-payment, late payment and general compliance in accordance with the Collection Improvement Program. Including correspondence by phone, mail, email, and in person.
17. Process all Mental Health filings and orders of protective custody with absolute confidentiality and discretion.
18. Report appropriate guardianship and mental health cases to NICS as required by the Texas Department of Public Safety.
19. Using the jury software program, print and mail summons, record exempt, excused and disqualified jurors. Generate prospective jurors for jury panels and assign as needed for scheduled trials for the County Courts at Law.
20. Daily maintenance of the jury pool and/or panel is required by checking online submissions of jury questionnaires, receiving calls from jurors and assisting jurors in person. Report to Voter's Registration any non-citizens and address discrepancies. Track and file any new case filings for juror no show.
21. Determine number of jurors to report for service and prepare the jury lists and questionnaires for the court to use during trial. Maintain all jury logs and records in accordance with the appropriate retention schedule.
22. Prepare juror payment packets for the Auditor & Treasurer's office and record donations.
23. Process and balance daily financial transactions and receipts and maintain a cash drawer.
24. Receive and process all records requests in accordance with the Public Information Act and applicable statute and/or law. Including issuing all requested copies and certified copies according to policy of the County Clerk's Office.

25. Assist the public, other county departments, and state and federal agencies with record inquires.
26. Must categorize documents and records relating to the county court cases and files. Maintain a comprehensible records management system for each case type while accounting for retention schedules and policy of the County Clerk's Office.
27. Ability to establish and maintain effective working relationships with co-workers, other county departments and the general public is essential to this position.
28. Perform other duties as may be assigned by the Executive Office Manager.
29. Attendance is an essential function of the job.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by a supervisor.

**LEVEL OF ACCOUNTABILITY:**

Position allows for general accountability based on a given set of guidelines. Individual is allowed to use professional judgment, however, is required to obtain the Executive Office Manager's approval before making any changes to standard office policies.

**MANDATORY QUALIFICATIONS:**

**EDUCATION and/or EXPERIENCE:**

High School diploma or equivalent; 2 (two) to 4 (four) years related experience in general office procedures and direct contact with the general public; ability to navigate and use general functions of Microsoft Word, Microsoft Excel, and Microsoft Outlook is required; basic computer literacy required; basic accounting procedures; or equivalent combination of education and experience.

**DESIRED MINIMUM QUALIFICATIONS:**

**LANGUAGE SKILLS**

Ability to read and comprehend a broad scope of legal documentation. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to the general public, clients, and other employees of the organization. Bi-lingual in English and Spanish is not required but is preferred.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide. Ability to compute rate, ratio, and percent. Must have knowledge of basic accounting procedures.

## **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

## **OTHER SKILLS AND ABILITIES**

Must exercise good public relations. It is imperative that the individual possess the ability to calm difficult people. Must be able to adapt to software changes and procedural changes with regard to the general office and computer within thirty (30) days of implementation.

## **PHYSICAL DEMANDS**

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to walk to various areas of the County buildings.

The employee must occasionally lift and/or move up to 25 pounds (forms, files, etc.). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_  
(Supervisor or Department Head)

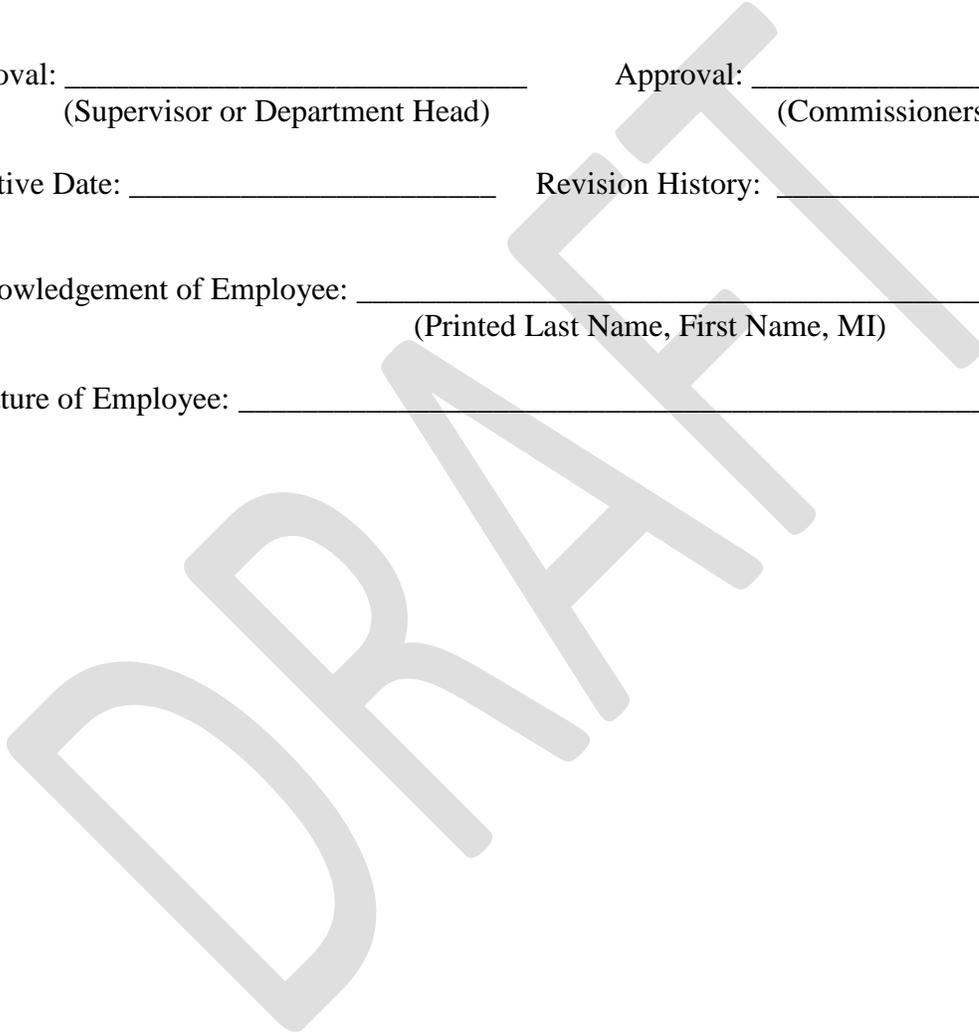
Approval: \_\_\_\_\_  
(Commissioners Court)

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_

Acknowledgement of Employee: \_\_\_\_\_  
(Printed Last Name, First Name, MI)

Signature of Employee: \_\_\_\_\_



Comal County  
Job Description

**Job Title:** Clerk IV  
**Department:** County Court-at-Law  
**Employee Name:**  
**Salary:** N5  
**Location:** Comal County  
**FLSA Status:** Nonexempt  
**Approved Date:**

**Job Code Number:** 106  
**DOT Code:**  
**Employee ID:**  
**Reports To:** Executive Office Manager III  
**Prepared By:**  
**Approve By:**

### **SUMMARY**

Under general supervision, the Deputy Clerk IV Senior Clerk performs various complex clerical duties involving legal documents and court records. This position requires knowledge of legal documents, legal terminology, and the ability to understand and follow state laws and/or statutes in accordance to the regulations and policies of the County Clerk's Office. This individual may be utilized in any department of the County Court at Law Clerk's Office including, Civil, Criminal, Probate/Mental Health, Collections or Records Management and as such must have the ability to multitask and learn several different job functions. This position requires close attention to the Collection Improvement Program and governing statutes mandated by the state. This position also serves as a backup Bookkeeper for the office. Must be able to implement procedural changes regarding criminal court collections under the direction of the Executive Office Manager. This position may be required to attend the dockets, hearings, and trials for the County Courts at Law and process all courtroom legal documents. The ability to navigate, maintain, and utilize records using a case management system and electronic filing system is essential to this position. The duties include complex data entry and utilizing various filing techniques and record management methods in accordance with state law, regulations and policies of the County Clerk's Office. This individual has daily contact with the general public, Judges, court staff, attorneys, and other county departments. This is a position that handles a high volume of cases and confidential legal matters; the ability to use independent judgment and discretion is imperative. Performs a variety of administrative and bookkeeping services as well as general office duties as required. This position requires close interaction and teamwork between co-workers and supervisors. This is a full-time position and is essential that the individual be at work during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding sanctioned holidays, scheduled/approved vacation, or illness as stated in the guidelines of the policies of Comal County and the County Clerk's Office. Attendance is an essential function of the job.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Executive Office Manger III

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Requires the individual to adhere to regulated office procedures and legal statutes. Judgment must be administered to a group of specific laws where there are no proven guidelines. Individual must be able to perform several critical tasks at a time while maintaining proficient accuracy and attention to critical detail. Position requires the ability to perform multiple critical functions concurrently. To perform this

job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Primarily responsible for the collection of court ordered fines, costs, and restitution regarding criminal judgments and cases.
2. Intake money and process payments made in person, by online payment, and through electronic filing system. Retrieves all payments deposited in the afterhours drop box.
3. Duties include analyzing and maintaining accounts on criminal defendants.
4. Process all applications for payment plan submitted by criminal defendants during court. Create payment accounts for criminal defendants according to courts order. This must be done in accordance with the state mandated Collection Improvement Program.
5. Monitor and document all criminal defendant accounts for non-payment, late payment and general compliance in accordance with the Collection Improvement Program. Including correspondence by phone, mail, email, and in person.
6. Monitor delinquent criminal accounts for compliance with the Collection Improvement Program and prepare all tracking reports and lists required.
7. Recommend which delinquent accounts should be turned over to a collection agency and flag the cases accordingly.
8. Attend all court sessions as directed for the County Courts at Law.
9. Ability to make decisions and answer routine questions asked by staff relating to criminal collections and financials.
10. Provides training to deputy clerks in the collections department under the direction of the Executive Office Manager.
11. Must calculate and collect all applicable filing fees and service fees in accordance with the laws, statutes and local rules governing such fees and court costs.
12. Make entries on court dockets concerning actions taken while in courtroom and the results of the hearing. Provide final docket to court administrators as necessary.
13. As a backup to the Bookkeeper this position must take initiative to stay educated and trained regarding the most current bookkeeping procedures and changes within the office.
14. Must be able to balance the daily transactions of the office in the absence of the Bookkeeper.
15. This position is accountable for preparing the daily deposits made to the County Treasurer's Office in the absence of the Bookkeeper.
16. Must issue payment refunds when needed through Certified Payments as well as assist co-workers with Certified Payment troubleshooting, questions, and general training.

17. Enter and scan all legal documents and orders filed during courtroom proceedings. Such as criminal plea agreements, jail commitments, order for capias, civil judgments, petitions, applications, oaths, affidavits, wills, motions and orders to pay fine, court cost, restitution and attorney fees. Execute all orders of the court in accordance with the Judge's ruling.
18. All filings MUST be processed timely and efficiently regardless of filing method. Filings must be processed as soon as possible according to priority level and the nature of the filing. Continual monitoring of the electronic filing system is required. All electronic filing must be processed with accuracy and attention to detail and the fees attached to the filing.
19. Required to utilize judgment when processing e-file in order to provide the best service possible and maintain the record of the court. Troubleshooting e-file errors may be required.
20. Assist customers and callers and direct them to the appropriate office or staff if needed.
21. Issue citations, notices, precepts, subpoenas, writs, abstracts, and all other legal documents with great attention to detail and in accordance with the law.
22. Issue capias' and warrants for all misdemeanor charges under the direction of the Judge or Magistrate. Such as search warrants, arrest warrants, bench warrants, capias for failure to appear, motions to revoke/adjudicate probation, release of surety, violation of ignition interlock, and violation of the Pre-Trial Bond Program.
23. Enter, scan, file and maintain all bond records for criminal misdemeanor charges, civil, or probate matters.
24. Process all Mental Health filings and orders of protective custody with absolute confidentiality and discretion.
25. Process and balance daily financial transactions and receipts and maintain a cash drawer.
26. Receive and process all records requests in accordance with the Public Information Act and applicable statute and/or law. Including issuing all requested copies and certified copies according to policy of the County Clerk's Office.
27. Assist the public, other county departments, and state and federal agencies with record inquires.
28. Must categorize documents and records relating to the county court cases and files. Maintain a comprehensible records management system for each case type while accounting for retention schedules and policy of the County Clerk's Office.
29. Ability to establish and maintain effective working relationships with co-workers, other county departments and the general public is essential to this position.
30. Perform other duties as may be assigned by the Executive Office Manager.
31. Attendance is an essential function of the job.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by a supervisor.

### **LEVEL OF ACCOUNTABILITY**

Position allows for general accountability based on a given set of guidelines. Individual is allowed to use professional judgment, however, is required to obtain the Executive Office Manager's approval before making any changes to standard office policies.

### **MANDATORY QUALIFICATIONS:**

#### **EDUCATION and/or EXPERIENCE**

High School diploma or equivalent; 2 (two) to 4 (four) years related experience in debt collection, general office procedures and direct contact with the general public; ability to navigate and use general functions of Microsoft Word, Microsoft Excel, and Microsoft Outlook is required; intermediate computer literacy required; basic accounting procedures; or equivalent combination of education and experience.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **LANGUAGE SKILLS**

Ability to read and comprehend a broad scope of legal documentation. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to the general public, clients, and other employees of the organization. Bi-lingual in English and Spanish is not required but is preferred.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide. Ability to compute rate, ratio, and percent. Must have knowledge of basic accounting procedures.

#### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

#### **OTHER SKILLS AND ABILITIES**

Must exercise good public relations. It is imperative that the individual possess the ability to calm difficult people. Must be able to adapt to software changes and procedural changes with regard to the general office and computer within thirty (30) days of implementation.

#### **PHYSICAL DEMANDS**

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee is regularly required to climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to walk to various areas of the County buildings.

The employee must occasionally lift and/or move up to 25 pounds (forms, files, etc.). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
(Supervisor or Department Head) (Commissioners Court)

Effective Date: \_\_\_\_\_ Revision History: \_\_\_\_\_

Acknowledgement of Employee: \_\_\_\_\_  
(Printed Last Name, First Name, MI)

Signature of Employee: \_\_\_\_\_

**Comal County  
Job Description**

**Job Title:** Clerk VI  
**Department:** County Court-at-Law  
**Employee Name:**  
**Salary:** N7  
**Location:** Comal County  
**FLSA Status:** Nonexempt  
**Approved Date:**

**Job Code Number:** 109  
**DOT Code:**  
**Employee ID:**  
**Reports To:** Executive Office Manager III  
**Prepared By:**  
**Approve By:**

**SUMMARY**

Under general direction the Deputy Clerk VI Civil Coordinator will assist the Executive Office Manager in mentorship of personnel in performing complex clerical and administrative work involving legal documents and court records. The Civil Coordinator is primarily responsible for overseeing the day to day operations of the civil/jury department in County Court at Law. This position ensures proper support exists for local county and state government judicial operations by providing staff direction, training and coordination. This position requires knowledge of legal documents, legal terminology, and the ability to understand and follow state laws and/or statutes in accordance to the regulations and policies of the County Clerk's Office. This individual may be utilized in any department of the County Court at Law Clerk's Office including, Civil, Jury, Criminal, Probate/Mental Health, Collections or Records Management and must have the ability to multitask and learn several different job functions. This position is required to attend the dockets, hearings, and trials for the County Courts at Law and process all courtroom legal documents. The ability to navigate, maintain, and utilize records using a case management system, jury program and electronic filing system is essential to this position. The duties include complex data entry and utilizing various filing techniques and record management methods in accordance with state law, regulations and policies of the County Clerk's Office. This individual has daily contact with the general public, Judges, court staff, attorneys, and other county departments. This is a position that handles a high volume of cases and confidential legal matters; the ability to use independent judgment and discretion is imperative. Performs a variety of administrative and bookkeeping services as well as general office duties as required. This position requires close interaction and teamwork between co-workers and supervisors. This is a full-time position and is essential that the individual be at work during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding sanctioned holidays, scheduled/approved vacation, or illness as stated in the guidelines of the policies of Comal County and the County Clerk's Office. Attendance is an essential function of the job.

**SUPERVISION RECEIVED**

Works under the general supervision of the Executive Office Manager III

**SUPERVISION EXERCISED**

Limited

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Requires the individual to adhere to an extensive group of regulated office procedures and legal statutes. Judgment must be administered to a group of specific laws where there are no proven guidelines. Individual must be able to perform several critical tasks at a time while maintaining proficient accuracy and attention to critical detail. Position requires the ability to perform multiple critical functions concurrently. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following duties of this position are performed with limited supervision (to

include but not limited to):

1. Responsible for training all staff assigned to the civil department with limited supervision of Executive Office Manager.
2. Oversee and direct staff assigned to the civil department in regards to duties, work assignments and general operation of the department. Behavioral issues and non-compliance with hand book policies must be reported to the Executive Office Manager to determine appropriate action. This position does not administer disciplinary action.
3. Accurately accept, process, and prepare a new case record while utilizing the case management system, and electronic filing system when required, for all cases filed in the County Courts at Law.
4. All filings MUST be processed timely and efficiently regardless of filing method. Filings must be processed as soon as possible according to priority level and the nature of the filing. Continual monitoring of the electronic filing system is required. All electronic filing must be processed with accuracy and attention to detail and the fees attached to the filing.
5. Required to utilize judgment when processing e-file in order to provide the best service possible and maintain the record of the court. Troubleshooting e-file errors is required.
6. Intake money and process payments made in person, by online payment, and through electronic filing system.
7. Must calculate and collect all applicable filing fees and service fees in accordance with the laws, statutes and local rules governing such fees and court costs.
8. Assist Bookkeeper with maintenance of civil trust and registry accounts.
9. Attend all court sessions as directed for the County Courts at Law. Including jury trials, bench trials, jail dockets, criminal, civil, and probate proceedings.
10. Make entries on court dockets concerning actions taken while in courtroom and the results of the hearing. Provide final docket to court administrators as necessary.
11. Enter and scan all legal documents and orders filed during courtroom proceedings. Such as criminal plea agreements, jail commitments, order for capias, civil judgments, petitions, applications, oaths, affidavits, wills, motions and orders to pay fine, court cost, restitution and attorney fees. Execute all orders of the court in accordance with the Judge's ruling.
12. Issue citations, notices, precepts, subpoenas, writs, abstracts, and all other legal documents with great attention to detail and in accordance with the law.
13. Enter, scan, file and maintain all bond records for civil matters.
14. Using the jury software program, print and mail summons, record exempt, excused and disqualified jurors. Generate prospective jurors for jury panels and assign as needed for scheduled trials for the County Courts at Law.

15. Daily maintenance of the jury pool and/or panel is required by checking online submissions of jury questionnaires, receiving calls from jurors and assisting jurors in person. Report to Voter's Registration any non-citizens and address discrepancies. Track and file any new case filings for juror no show.
16. Determine number of jurors to report for service and prepare the jury lists and questionnaires for the court to use during trial. Maintain all jury logs and records in accordance with the appropriate retention schedule.
17. Prepare juror payment packets for the Auditor & Treasurer's office and record donations.
18. Prepare appeal records timely and submit to the appropriate appellate court.
19. Process all Mental Health filings and orders of protective custody with absolute confidentiality and discretion.
20. Must categorize documents and records relating to the county court cases and files. Maintain a comprehensible records management system for each case type while accounting for retention schedules and policy of the County Clerk's Office.
21. Process and balance daily financial transactions and receipts and maintain a cash drawer.
22. Receive and process all records requests in accordance with the Public Information Act and applicable statute and/or law. Including issuing all requested copies and certified copies according to policy of the County Clerk's Office.
23. Assist customers and callers and direct them to the appropriate office or staff if needed.
24. Assist the public, other county departments, and state and federal agencies with record inquires.
25. Assume duties as needed in the absence of other clerks.
26. Research and/or analyze complex issues or situations that may arise within the office. Assist Executive Office Manager with special projects as needed.
27. This position plays a vital role when implementing new software/updates and is utilized heavily during configuration, training and go live.
28. Maintain the civil and jury manual as needed for changes in law and/or procedure. Maintain Odyssey and Jury forms and templates.
29. Ability to establish and maintain effective working relationships with co-workers, other county departments and the general public is essential.
30. Assumes additional duties as directed in the absence of the Executive Office Manager.
31. Perform other duties as may be assigned by the Executive Office Manager.
32. Attendance is an essential function of the job.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the Executive Office Manager.

### **LEVEL OF ACCOUNTABILITY**

Position allows for general accountability based on a given set of guidelines. Individual is authorized to use professional judgment within the guidelines of legal statutes and may act on this judgment in the absence of Executive Office Manager, but must advise Executive Office Manager of actions taken. Must inform Executive Office Manager or County Clerk of non-routine situation immediately.

### **MANDATORY QUALIFICATIONS**

#### **EDUCATION and/or EXPERIENCE**

High School diploma or equivalent and 3 (three) to 5 (five) years related experience in a judicial or legal field, or closely related field including six months lead or supervisory experience. Must have general knowledge of office procedures and a thorough knowledge court procedures. Ability to navigate and use Microsoft Word, Microsoft Excel, and Microsoft Outlook is required; intermediate computer literacy required; basic accounting procedures; or equivalent combination of education and experience.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **LANGUAGE SKILLS**

Ability to read and comprehend a broad scope of legal documentation. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to the general public, clients, and other employees of the organization. Bi-lingual in English and Spanish is not required but is preferred.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide. Ability to compute rate, ratio, and percent. Must have knowledge of basic accounting procedures.

#### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

#### **OTHER SKILLS AND ABILITIES**

Must exercise good public relations. It is imperative that the individual possess the ability to calm difficult people. Must be able to adapt to software changes and procedural changes with regard to the general office and computer within the thirty (30) days of implementation.

#### **PHYSICAL DEMANDS**

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to walk to various areas of the County buildings.

The employee must occasionally lift and/or move up to 25 pounds (forms, files, etc.). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_  
(Supervisor or Department Head)

Approval: \_\_\_\_\_  
(Commissioners Court)

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_

Acknowledgement of employee: \_\_\_\_\_  
(Printed Last Name, First Name, MI)

Signature of employee: \_\_\_\_\_

**Comal County  
Job Description**

**Job Title:** Clerk VI  
**Department:** County Court-at-Law  
**Employee Name:**  
**Salary:** N7  
**Location:** Comal County  
**FLSA Status:** Nonexempt  
**Approved Date:**

**Job Code Number:** 109  
**DOT Code:**  
**Employee ID:**  
**Reports To:** Executive Office Manager III  
**Prepared By:**  
**Approve By:**

**SUMMARY**

Under general direction the Deputy Clerk VI Criminal Coordinator will assist the Executive Office Manager in mentorship of personnel in performing complex clerical and administrative work involving legal documents and court records. The Criminal Coordinator is primarily responsible for overseeing the day to day operations of the criminal department in County Court at Law. This position ensures proper support exists for local county and state government judicial operations by providing staff direction, training and coordination. This position requires knowledge of legal documents, legal terminology, and the ability to understand and follow state laws and/or statutes in accordance to the regulations and policies of the County Clerk's Office. This individual may be utilized in any department of the County Court at Law Clerk's Office including, Civil, Jury, Criminal, Probate/Mental Health, Collections or Records Management and must have the ability to multitask and learn several different job functions. This position is required to attend the dockets, hearings, and trials for the County Courts at Law and process all courtroom legal documents. The ability to navigate, maintain, and utilize records using a case management system, jury program and electronic filing system is essential to this position. The duties include complex data entry and utilizing various filing techniques and record management methods in accordance with state law, regulations and policies of the County Clerk's Office. This individual has daily contact with the general public, Judges, court staff, attorneys, and other county departments. This is a position that handles a high volume of cases and confidential legal matters; the ability to use independent judgment and discretion is imperative. Performs a variety of administrative and bookkeeping services as well as general office duties as required. This position requires close interaction and teamwork between co-workers and supervisors. This is a full-time position and is essential that the individual be at work during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding sanctioned holidays, scheduled/approved vacation, or illness as stated in the guidelines of the policies of Comal County and the County Clerk's Office. Attendance is an essential function of the job.

**SUPERVISION RECEIVED**

Works under the general supervision of the Executive Office Manager III

**SUPERVISION EXERCISED**

Limited

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Requires the individual to adhere to an extensive group of regulated office procedures and legal statutes. Judgment must be administered to a group of specific laws where there are no proven guidelines. Individual must be able to perform several critical tasks at a time while maintaining proficient accuracy and attention to critical detail. Position requires the ability to perform multiple critical functions concurrently. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following duties of this position are performed with limited supervision (to

include but not limited to):

1. Responsible for training all staff assigned to the criminal department with limited supervision of Executive Office Manager.
2. Oversee and direct staff assigned to the criminal department in regards to duties, work assignments and general operation of the department. Behavioral issues and non-compliance with hand book policies must be reported to the Executive Office Manager to determine appropriate action. This position does not administer disciplinary action.
3. Accurately accept, process, and prepare a new case record while utilizing the case management system, and electronic filing system when required, for all cases filed in the County Courts at Law.
4. All filings MUST be processed timely and efficiently regardless of filing method. Filings must be processed as soon as possible according to priority level and the nature of the filing. Continual monitoring of the electronic filing system is required. All electronic filing must be processed with accuracy and attention to detail and the fees attached to the filing
5. Required to utilize judgment when processing e-file in order to provide the best service possible and maintain the record of the court. Troubleshooting e-file errors is required.
6. Intake money and process payments made in person, by online payment, and through electronic filing system.
7. Must calculate and collect all applicable filing fees and service fees in accordance with the laws, statutes and local rules governing such fees and court costs.
8. Assist Bookkeeper with maintenance of criminal registry accounts.
9. Attend all court sessions as directed for the County Courts at Law. Including jury trials, bench trials, jail dockets, criminal, civil, and probate proceedings.
10. Make entries on court dockets concerning actions taken while in courtroom and the results of the hearing. Provide final docket to court administrators as necessary.
11. Enter and scan all legal documents and orders filed during courtroom proceedings. Such as criminal plea agreements, jail commitments, order for capias, civil judgments, petitions, applications, oaths, affidavits, wills, motions and orders to pay fine, court cost, restitution and attorney fees. Execute all orders of the court in accordance with the Judge's ruling.
12. Issue citations, notices, precepts, subpoenas, writs, abstracts, and all other legal documents with great attention to detail and in accordance with the law.
13. Issue capias' and warrants for all misdemeanor charges under the direction of the Judge or Magistrate. Such as search warrants, arrest warrants, bench warrants, capias for failure to appear, motions to revoke/adjudicate probation, release of surety, violation of ignition interlock, and violation of the Pre-Trial Bond Program.

14. Enter scan, file and maintain paperwork for unfiled misdemeanor charges including but not limited to pauper's affidavits, magistrate's warnings, return warrants, bonds, and bond conditions.
15. Report all criminal dispositions through the Criminal Justice Information System of the Department of Public Safety. This would include all details of the plea documents, judgment, and judge's rulings during sentencing of the defendant.
16. Monitor the Open Arrest Report for compliance with the Texas Department of Public Safety requirements. Make corrections as needed to ensure criminal history reporting is accurate and up to date.
17. Process all applications for payment plan submitted by criminal defendants during court. Create payment accounts for criminal defendants according to courts order. This must also be done in accordance with the state mandated Collection Improvement Program.
18. Prepare appeal records timely and submit to the appropriate appellate court.
19. Process all Mental Health filings and orders of protective custody with absolute confidentiality and discretion.
20. Must categorize documents and records relating to the county court cases and files. Maintain a comprehensible records management system for each case type while accounting for retention schedules and policy of the County Clerk's Office.
21. Process and balance daily financial transactions and receipts and maintain a cash drawer.
22. Receive and process all records requests in accordance with the Public Information Act and applicable statute and/or law. Including issuing all requested copies and certified copies according to policy of the County Clerk's Office.
23. Assist customers and callers and direct them to the appropriate office or staff if needed.
24. Assist the public, other county departments, and state and federal agencies with record inquires.
25. Assume duties as needed in the absence of other clerks.
26. Research and/or analyze complex issues or situations that may arise within the office. Assist Executive Office Manager with special projects as needed.
27. This position plays a vital role when implementing new software/updates and is utilized heavily during configuration, training and go live.
28. Maintain the criminal manual as needed for changes in law and/or procedure. Maintain all Odyssey forms and templates.
29. Ability to establish and maintain effective working relationships with co-workers, other county departments and the general public is essential.
30. Assumes additional duties as directed in the absence of the Executive Office Manager.

31. Perform other duties as may be assigned by the Executive Office Manager.
32. Attendance is an essential function of the job.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the Executive Office Manager.

### **LEVEL OF ACCOUNTABILITY**

Position allows for general accountability based on a given set of guidelines. Individual is authorized to use professional judgment within the guidelines of legal statutes and may act on this judgment in the absence of Executive Office Manager, but must advise Executive Office Manager of actions taken. Must inform Executive Office Manager or County Clerk of non-routine situation immediately.

### **MANDATORY QUALIFICATIONS**

#### **EDUCATION and/or EXPERIENCE**

High School diploma or equivalent and 3 (three) to 5 (five) years related experience in a judicial or legal field, or closely related field including six months lead or supervisory experience. Must have general knowledge of office procedures and a thorough knowledge court procedures. Ability to navigate and use Microsoft Word, Microsoft Excel, and Microsoft Outlook is required; intermediate computer literacy required; basic accounting procedures; or equivalent combination of education and experience.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **LANGUAGE SKILLS**

Ability to read and comprehend a broad scope of legal documentation. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to the general public, clients, and other employees of the organization. Bi-lingual in English and Spanish is not required but is preferred.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide. Ability to compute rate, ratio, and percent. Must have knowledge of basic accounting procedures.

#### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

#### **OTHER SKILLS AND ABILITIES**

Must exercise good public relations. It is imperative that the individual possess the ability to calm difficult people. Must be able to adapt to software changes and procedural changes with regard to the general office and computer within the thirty (30) days of implementation.

**PHYSICAL DEMANDS**

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to walk to various areas of the County buildings.

The employee must occasionally lift and/or move up to 25 pounds (forms, files, etc.). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_  
(Supervisor or Department Head)

Approval: \_\_\_\_\_  
(Commissioners Court)

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_

Acknowledgement of employee: \_\_\_\_\_  
(Printed Last Name, First Name, MI)

Signature of employee: \_\_\_\_\_

**Comal County  
Job Description**

**Job Title:** Clerk VI  
**Department:** County Court-at-Law  
**Employee Name:**  
**Salary:** N7  
**Location:** Comal County  
**FLSA Status:** Nonexempt  
**Approved Date:**

**Job Code Number:** 109  
**DOT Code:**  
**Employee ID:**  
**Reports To:** Executive Office Manager III  
**Prepared By:**  
**Approve By:**

**SUMMARY**

Under general direction the Deputy Clerk VI Probate Coordinator will assist the Executive Office Manager in mentorship of personnel in performing complex clerical and administrative work involving legal documents and court records. The Probate Coordinator is primarily responsible for overseeing the day to day operations of the probate department in County Court at Law. This position ensures proper support exists for local county and state government judicial operations by providing staff direction, training and coordination. This position requires knowledge of legal documents, legal terminology, and the ability to understand and follow state laws and/or statutes in accordance to the regulations and policies of the County Clerk's Office. This individual may be utilized in any department of the County Court at Law Clerk's Office including, Civil, Jury, Criminal, Probate/Mental Health, Collections or Records Management and must have the ability to multitask and learn several different job functions. This position is required to attend the dockets, hearings, and trials for the County Courts at Law and process all courtroom legal documents. The ability to navigate, maintain, and utilize records using a case management system, jury program and electronic filing system is essential to this position. The duties include complex data entry and utilizing various filing techniques and record management methods in accordance with state law, regulations and policies of the County Clerk's Office. This individual has daily contact with the general public, Judges, court staff, attorneys, and other county departments. This is a position that handles a high volume of cases and confidential legal matters; the ability to use independent judgment and discretion is imperative. Performs a variety of administrative and bookkeeping services as well as general office duties as required. This position requires close interaction and teamwork between co-workers and supervisors. This is a full-time position and is essential that the individual be at work during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding sanctioned holidays, scheduled/approved vacation, or illness as stated in the guidelines of the policies of Comal County and the County Clerk's Office. Attendance is an essential function of the job.

**SUPERVISION RECEIVED**

Works under the general supervision of the Executive Office Manager III

**SUPERVISION EXERCISED**

Limited

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Requires the individual to adhere to an extensive group of regulated office procedures and legal statutes. Judgment must be administered to a group of specific laws where there are no proven guidelines. Individual must be able to perform several critical tasks at a time while maintaining proficient accuracy and attention to critical detail. Position requires the ability to perform multiple critical functions concurrently. To perform this job successfully, an individual must be able to perform each essential

duty satisfactorily. The following duties of this position are performed with limited supervision (to include but not limited to):

1. Responsible for training all staff assigned to the probate department with limited supervision of Executive Office Manager.
2. Oversee and direct staff assigned to the probate department in regards to duties, work assignments and general operation of the department. Behavioral issues and non-compliance with hand book policies must be reported to the Executive Office Manager to determine appropriate action. This position does not administer disciplinary action.
3. Accurately accept, process, and prepare a new case record while utilizing the case management system, and electronic filing system when required, for all cases filed in the County Courts at Law.
4. All filings MUST be processed timely and efficiently regardless of filing method. Filings must be processed as soon as possible according to priority level and the nature of the filing. Continual monitoring of the electronic filing system is required. All electronic filing must be processed with accuracy and attention to detail and the fees attached to the filing.
5. Required to utilize judgment when processing e-file in order to provide the best service possible and maintain the record of the court. Troubleshooting e-file errors is required.
6. Intake money and process payments made in person, by online payment, and through electronic filing system.
7. Must calculate and collect all applicable filing fees and service fees in accordance with the laws, statutes and local rules governing such fees and court costs.
8. Assist Bookkeeper with maintenance of probate trust and registry accounts.
9. Attend all court sessions as directed for the County Courts at Law. Including jury trials, bench trials, jail dockets, criminal, civil, and probate proceedings.
10. Make entries on court dockets concerning actions taken while in courtroom and the results of the hearing. Provide final docket to court administrators as necessary.
11. Enter and scan all legal documents and orders filed during courtroom proceedings. Such as criminal plea agreements, jail commitments, order for capias, civil judgments, petitions, applications, oaths, affidavits, wills, motions and orders to pay fine, court cost, restitution and attorney fees. Execute all orders of the court in accordance with the Judge's ruling.
12. Issue citations, notices, precepts, subpoenas, writs, abstracts, and all other legal documents with great attention to detail and in accordance with the law.
13. Enter, scan, file and maintain all bond records for probate matters.
14. Process all Mental Health filings and orders of protective custody with absolute confidentiality and discretion.

15. Maintain a list of all wills deposited in our office.
16. Prepare monthly report to voter's registration regarding deceased or incapacitated individuals.
17. Report to NICS as required by the Texas Department of Public Safety. Monitor department compliance with reporting requirements.
18. Prepare appeal records timely and submit to the appropriate appellate court.
19. Must categorize documents and records relating to the county court cases and files. Maintain a comprehensible records management system for each case type while accounting for retention schedules and policy of the County Clerk's Office.
20. Process and balance daily financial transactions and receipts and maintain a cash drawer.
21. Receive and process all records requests in accordance with the Public Information Act and applicable statute and/or law. Including issuing all requested copies and certified copies according to policy of the County Clerk's Office.
22. Assist customers and callers and direct them to the appropriate office or staff if needed.
23. Assist the public, other county departments, and state and federal agencies with record inquires.
24. Assume duties as needed in the absence of other clerks.
25. Research and/or analyze complex issues or situations that may arise within the office. Assist Executive Office Manager with special projects as needed.
26. This position plays a vital role when implementing new software/updates and is utilized heavily during configuration, training and go live.
27. Maintain the probate manual as needed for changes in law and/or procedure. Maintain Odyssey forms and templates.
28. Ability to establish and maintain effective working relationships with co-workers, other county departments and the general public is essential.
29. Assumes additional duties as directed in the absence of the Executive Office Manager.
30. Perform other duties as may be assigned by the Executive Office Manager.
31. Attendance is an essential function of the job.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the Executive Office Manager.

## **LEVEL OF ACCOUNTABILITY**

Position allows for general accountability based on a given set of guidelines. Individual is authorized to use professional judgment within the guidelines of legal statutes and may act on this judgment in the absence of Executive Office Manager, but must advise Executive Office Manager of actions taken. Must inform Executive Office Manager or County Clerk of non-routine situation immediately.

## **MANDATORY QUALIFICATIONS**

### **EDUCATION and/or EXPERIENCE**

High School diploma or equivalent and 3 (three) to 5 (five) years related experience in a judicial or legal field, or closely related field including six months lead or supervisory experience. Must have general knowledge of office procedures and a thorough knowledge court procedures. Ability to navigate and use Microsoft Word, Microsoft Excel, and Microsoft Outlook is required; intermediate computer literacy required; basic accounting procedures; or equivalent combination of education and experience.

## **DESIRED MINIMUM QUALIFICATIONS**

### **LANGUAGE SKILLS**

Ability to read and comprehend a broad scope of legal documentation. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to the general public, clients, and other employees of the organization. Bi-lingual in English and Spanish is not required but is preferred.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide. Ability to compute rate, ratio, and percent. Must have knowledge of basic accounting procedures.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

### **OTHER SKILLS AND ABILITIES**

Must exercise good public relations. It is imperative that the individual possess the ability to calm difficult people. Must be able to adapt to software changes and procedural changes with regard to the general office and computer within the thirty (30) days of implementation.

### **PHYSICAL DEMANDS**

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to walk to various areas of the County buildings.

The employee must occasionally lift and/or move up to 25 pounds (forms, files, etc.). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_  
(Supervisor or Department Head)

Approval: \_\_\_\_\_  
(Commissioners Court)

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_

Acknowledgement of employee: \_\_\_\_\_  
(Printed Last Name, First Name, MI)

Signature of employee: \_\_\_\_\_