



Victoria County, TX

POSITION PROFILE

Position Title:	Court Clerk – Warrants	Grade:	General – Grade 4
Department:	JP #2	Salary:	\$16.57 - \$19.47
Accountable to:	Chief Court Clerk	Status:	Non-Exempt

Primary Objectives

The position processes warrants for all four Justice of the Peace offices of Victoria County and performs intermediate work assisting the public with Criminal, Civil matters, within court's jurisdiction. Duties include preparing and maintaining legal documents, processing civil and small claims matters, collecting and reconciling fines and fees, assisting the public, and ensuring accuracy and compliance in court and financial records. The work environment for this position is like those found in a law office, business office, or other public workplace.

Supervision Received

Work is performed under the limited supervision of the Chief Court Clerk.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Prepare, process, and maintain court documents including citations, warrants, judgments, subpoenas, affidavits, notices, and reports.
2. Enter and update case records, orders, and financial data in the computer system.
3. Collect fines and fees, issue receipts, reconcile daily transactions, prepare bank deposits, and generate financial and distribution reports.
4. Verify warrants, outstanding citations, proof of insurance, and affidavits; prepare recall warrants and sanctions as required.
5. Assist the public in person and by phone by explaining court procedures, fines, forms, and case status.
6. Perform receptionist and general office duties including filing, copying, notarizing documents, and maintaining case files.
7. Approve installment payment agreements per established criteria and assist the Judge as requested.
8. Prepare monthly reports, form letters, jury lists, and other routine correspondence.
9. Maintain general knowledge of Justice of the Peace office operations and applicable laws and procedures.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and moderate (1-3 years) experience required.

REQUIRED SKILLS

- Strong proficiency in cash handling, basic bookkeeping, and financial recordkeeping.
- Strong knowledge of court clerk procedures and the ability to read, interpret, and apply applicable state and local laws, including traffic, criminal, civil, family, penal, and juvenile codes.
- Excellent customer service skills, including professional reception and telephone etiquette.
- Proficiency in operating standard office equipment and computer systems.
- Strong organizational, communication, and interpersonal skills, with the ability to communicate clearly and effectively both orally and in writing.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Seldom or never
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

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.