



# Victoria County, TX

## POSITION PROFILE

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<b>Position Title:</b>	Clerk III	<b>Effective Date:</b>	May 2023
<b>Department:</b>	Juvenile Probation	<b>Division:</b>	Probation
<b>Accountable to:</b>	Senior Clerk	<b>Status:</b>	Non-Exempt

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### **Primary Objectives**

Performs a range of clerical responsibilities, including answering incoming calls, data entry, drafting correspondence and emails, preparing court orders and memos, supporting the receptionist and senior clerk, and assisting the Juvenile Probation Officer with meeting deadlines and ensuring all orders are prepared prior to court. The clerk will also handle various administrative tasks such as filing, scanning documents, and serving as a departmental runner.

### **Supervision Received**

Work is performed under the general supervision of Senior Clerk.

### **Supervision Exercised**

None.

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## **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Perform general clerical duties. Prepare court orders, memos, and other court-related documents as assigned and then submit drafts to the Juvenile Probation Officer(s) for approval. Thoroughly proofread all drafts prior to submission to ensure they are free of typographical errors. Complete all assigned court orders and related tasks within established timeframes. Execute timely deliveries and electronic communications to the District Attorney's Office, County Clerk, and any other relevant parties concerning court proceedings or juvenile case files. Additionally, draft standard correspondence concerning Community Service Restitution, Programs, Intakes, and Reviews as required.
2. Perform data and chronological entries, filing and scanning of juvenile files/referrals. Conduct chronological reviews of curfew compliance, program correspondence, program attendance, and GPS logs. Prepare chronological entries for petitions and victim information documentation; organize the juvenile file subsequent to the Data Coordinator's entry of juvenile information and referrals into Juvenile Case Management System (JCMS). Scan files and referrals accurately and upload them into the JCMS.
3. Assist receptionist in the event she is out of the office or as needed. Receives client and visitors entering office on congenial and professional manner ensuring that each person signs in. Answers telephone, takes message, and refers callers to appropriate individual or voice mail. Processes and delivers in-coming mail to ensure prompt delivery of correspondence. Processes out-going mail to ensure it is sent to the post office.
4. Provides support to the department as an office runner on Tuesdays and Fridays, responsible for the collection and delivery of various documents/correspondence to multiple departments within the Victoria County Courthouse. This includes coordination with the County Clerk, District

Clerk, District Attorney, County Auditor, County Treasurer, Victoria Police Department, Sheriff's Office, as well as various attorney and medical offices.

**MINIMUM QUALIFICATIONS**

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

**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.*

- Essential Personnel: This position is designated as essential and may be required to report to work or remain on duty during emergencies, inclement weather, or other critical situations to ensure continuity of operations.
- Employees sit most of the time but may walk or stand for most 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 express ideas, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Occasionally
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	Moderate to Loud

*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.*

**ACKNOWLEDGMENT:**

I understand that my duties are not limited to those listed and that I can be assigned responsibilities as required. I understand that my work schedule may change during the course of my employment and that some over-time may be required. I further understand that this job description does not constitute a written or implied contract of employment. I understand that if I am employed, such employment is for no definite period and that Victoria County can change wages, benefits and conditions at any time. I agree that my employment may be terminated by this organization at any time without liability for wages or salary except those that have been earned at the date of such termination. I have had this job description explained to me and have received a copy.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Juvenile Probation Officer

\_\_\_\_\_  
Date

