



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Court Clerk	<u>Effective Date:</u>	January 2026
<u>Department:</u>	JP #1	<u>Division:</u>	JP #1
<u>Accountable to:</u>	Chief Court Clerk	<u>Status:</u>	Non-Exempt

Primary Objectives

Performs intermediate work assisting the public with Criminal, Civil matters, within court's jurisdiction. 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. Coordinates all Petit Jury, Grand Jury and JP Jury for Victoria County, managing all persons called for Jury Duty, setting up Jurors in our online system to serve on Jury, assisting in Courtroom on active Jury dates, Paying Jurors after completion of their service, creating all necessary reports for all required departments.
2. Manages credit cards received by our office, posting all credit cards to appropriate location once cleared by the bank, processing credit card reports and submitting to the County Treasurer.
3. Opens new cases and re-opening old cases, sending citations for the Attorney General, Sending Cost bills to appropriate parties.
4. Enters tax payments and issuing refunds to proper county.
5. Reviews files in our E-filing system that are submitted electronically, sorting to the proper person.
6. Updates the State Disbursement Unit with new divorces and temporary orders containing child support.
7. Timekeeper, checking employee time stamps to ensure proper clock in and out during course of the day.

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.

- 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.