

Job Title: Assistant to Justice of the Peace

Department: Justice of the Peace Office

Immediate Supervisor: Justice of the Peace

BRIEF DESCRIPTION OF THE JOB: Performs secretarial, clerical and administrative duties. Manages the operations of the office, assists the Judge and performs special duties as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time

Physical Strength Code

1) Performs secretarial and clerical duties by distributing mail, typing correspondence, creating and maintaining files, answering telephones and assisting visitor with questions.	25%	L
2) Performs administrative duties by compiling various reports, posting fees and payments, issuing warrants and certificates, performing data entry and ordering office supplies.	25%	S
3) Manages the operations of the office by maintaining the docket, training personnel, processing various appeals, tickets, truanicies and civil papers, preparing for jury trials, answering attorneys' questions and assisting the Judge.	25%	L
4) Performs other duties by performing inventory of court records and assisting in maintaining the library.	25%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	Assisting at counter, copying, filing
Sitting	F	Desk work
Walking	O	To other offices
Lifting	F	Files, books, supplies
Carrying	F	Files, books, supplies
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	C	Computer keyboard
Reaching	F	For files and supplies
Kneeling	R	Retrieving files from lower drawers
Crawling	R	Plugging in equipment under desk
Twisting	R	From computer to telephone
Climbing	O	Step stool
Balancing	O	On step stool
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and customers and on telephone
Talking	C	Communicating with personnel and customers and on telephone
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Computer and related software, copier, calculator, telephone, fax machine, typewriter, shredder, printer, law books

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	Y
Physical Danger or Abuse	Y	Other (specify)			

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle		Outdoors	Other:

Protective Equipment Required:

Panic button, glare resistant computer screen

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	O
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	C

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Under and including one year experience is required.

Certifications and Other Requirements:

Notary Public

Valid Texas Class C Driver's License

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee _____
Date

Job Title of Supervisor _____
Signature of Supervisor _____
Date

Job Title of Department Head _____
Signature of Department Head _____
Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.