



ANDERSON COUNTY

JOB DESCRIPTION

Job Title: JP Clerk

FLSA Code:

Reports To: Justice of the Peace

Position #:

Department: Justice of the Peace Office

Status: Non-Exempt

Summary of Position

The Chief Clerk performs specialized clerical, administrative, and secretarial work in an assigned department

Essential Duties:

- Answers telephone and greet visitors; provides information or refers inquiries to appropriate personnel; routes incoming calls and records messages; responds to emails and faxes as necessary.
- Utilizes computerized data entry equipment and various word processing and file maintenance programs to enter, store, and/or retrieve information; maintains pertinent files and records; scans and copies documents as necessary; ensures files are complete and accurate.
- Processes incoming and outgoing mail, including preparing photocopies and collating materials; distributes mail to appropriate department or employee.
- Balances the cash drawer daily and prepares related reports on a daily and weekly basis.
- Regular and punctual attendance is required.
- Assists the Judge in the courtroom during trials; maintains court records and events.
- Collects court costs and fees.
- Processes and enters information for traffic tickets, evictions, warrants, and truancy paperwork as necessary; processes and enters a variety of court paperwork Civil and small claims filings and proceedings.
- Receives and processes filings and hearings for evictions, small claims, justice court suits, Writs of Possessions, Writs of Re-entry, illegal tows, bonds, appeals, and promises to appear in court.

- Able to work with minimum guidance when trained; administers oaths and affidavits as necessary.
- Calculates and processes exact fines and filing fee amounts; receives and processes payment for fees and fines; handles receipts for money; reconciles cash drawer at the close of each business day; creates related financial reports; completes bank deposits as necessary.

Education, Knowledge, Skill and Ability Required:

- The ability to read a variety of correspondence, reports, legal forms, receipts, financial statements, etc.
- The ability to prepare receipts, reports, warrants, forms, etc., using proper format.
- Knowledge of the standard accepted principles and practices of bookkeeping.
- The ability to maintain complex and accurate case records and prepare reports to support the caseload.
- The ability to accurately reconcile receipt and deposit statements on a daily basis and in a timely manner.
- Knowledge of the nature and content of a variety of documents processes in the Justice of the Peace court system.
- The ability to accept, receive, and/or collect payments.
- The ability to make recommendations that impact the budget.
- The ability to use small office equipment, including copy machines or multi-line telephone systems.
- The ability to use computers for data entry.
- The ability to use highly technical computer applications.
- The ability to be accountable for inventory/property management.
- The ability to prepare and/or process purchase orders.

- The ability to use computers for word processing and/or accounting purposes.
- The ability to use or repair small/light equipment.

Physical Demands:

Must physically be able to operate a variety of machinery and equipment, exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to lift more than 60 pounds in some departments. Position requires color perception. This position requires the ability to see and speak as well as above average hearing.

Notice:

All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if he/she can safely perform the essential function of this job with or without reasonable accommodation.

Disclaimer:

Job descriptions are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position’s general direction and scope. This position profile is intended for internal use only.

“At Will” Statement:

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 contract for employment.

Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

Acknowledgment of Employee: _____
 (Printed Last, First and MI)

Applications can be downloaded from the Anderson County website at www.co.anderson.tx.us, or picked up at the Anderson County Auditor's office at 703 N Mallard Street, Suite 110, Palestine, Texas.

Completed applications must be filed at the same office by Thursday, June 25, 2026, at 2:00 p.m. Applications received after this time will not be considered.

Salary for this position will be approximately \$40k.