

# **JOB DESCRIPTION**

Date Prepared or Updated: March 30,2026

Applications Accepted Until: Until position filled

Starting Wages \$ 14.00 per hour

Position Title: Court Clerk-Part-time, Bilingual a plus

Office Hours Monday-Thursday 8-5 Friday 8-3  
1/2 hour lunches

Department: Justice of the Peace 2&3

Hiring Supervisor: Judge Normalinda Perez

## **General Purpose of Position:**

Conduct the Court's daily business on a face to face basis, answering telephone inquiries about Court business, assist in collecting, receipting and dispersing Court funds, conduct computer docketing for Civil and Criminal cases, maintain time payment files, maintain Civil and Criminal files, complete reports for County and State related agencies.

## **Essential Job Function:**

Strong personal communication skills, strong telephone skills, working knowledge of bookkeeping and accounting, typing, filing and written communications skills, proficient basic computer skills, proactively change their productivity to complete priority functions, strong organization skills, out of county travel for training assignments.

These functions are intended to describe the duties of an employee in general terms and do not necessarily describe all specific duties.

## **Essential Working Conditions:**

This job generally requires work in an air conditioned and heated facility. The worker may be exposed to cleaning supplies, pesticides, printing chemicals and other substances that may be poisonous, flammable or defined as hazardous by EPA.

## **Essential Education and Experience:**

This position requires a High School Diploma or GED.

**Reports to be Filed:**

Deposits to Treasurer, disbursements to Auditor, miscellaneous State Reports monthly and other reports as assigned.

**Security Statement:**

Court Clerks have access to a broad range of Civil and Criminal records, personal identification data, money and valuables. Court Clerks are further more required to be Notary Publics and are bonded. The public puts a heavy measure of trust in the Court personnel.

As a final candidate, it is necessary therefore, that you disclose personal information that is not normally collected during the application process. This information will be used for the purpose of identifying and evaluating security risks if any exists.

**Dress Code:**

Casual but professional dress code is required.  
No jeans. Only on Friday no holes in the jeans will be allowed.

Please disclose the following information:

- Any alias names and your date of birth (used in criminal history only)
- Any and all criminal convictions (exclude Juvenile, exclude traffic tickets)
- Any civil convictions/judgments against you
- Any civil or criminal actions on-going or pending against you.

The Justice Court is an essential function for the community and the Justice Court is responsible to be open and accessible to the community as mandated by the County's personnel policy as a minimum of **8:00-5:00**, Monday through Friday, excluding holidays.  
Office must ready for business @ 8 a.m.

Disclose any information that would readily indicative of an inability on your part to fulfill such an obligation.