



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHIEF OF APPEALS**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assists in the supervision of employees engaged in the operation of District Clerk's Office. Preparation of all indictments, including Grand Juries, preparation of TRN forms. Issuance of the numerical assignment of civil, juvenile, adoption and tax case files. Develops procedures and methods of performing tasks and substitutes for Chief Deputy in that person's absence. Carries out supervisory responsibility in accordance with Hidalgo County policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance, disciplining employees, addressing complaints and resolving problems. The Deputy Appeals Clerk provides clerical assistance to the District Courts, including responsibility for filing appeal records to the Court of Civil and Criminal Appeals, processing of legal documents, answering the telephone, and providing service to the general public.

EXAMPLES OF WORK PERFORMED

Maintains current knowledge of application statutes, regulations and guidelines relating to the operation of the District Clerk Office

Prepares indictment list for all Grand Juries in session

Assigns all case numbers for criminal indictments and civil cases, entry of all cases on computer

Prepares all labels for civil, criminal, juvenile, adoption, tax, protective orders and family matter cases, including the preparation of TRN forms and mail to Texas Department of Public Safety in Austin Texas

Makes travel arrangements for all District Clerk employees for out of town seminars

Approves bonds

Be able to work well with the general public and attorneys; should also be familiar with the Texas Rules of Civil Procedures, Code of Criminal Procedures and Texas Family Code

Assists in the supervision of the deputy clerk's handling of Attorney General and appealed cases

Prepares requisitions for the ordering of office supplies and maintains an adequate amount of office supplies on a monthly basis

Prepares and types a variety of documents which include transcripts of the record on civil and criminal cases

Receives and processes document files with the court, reviews for accuracy and completeness, records and processes orders, judgments and decrees of the court

Records the filing of all notices of appeals in civil, and criminal, family adoption, juvenile protective orders and child welfare suites, quotes, court costs if needed

Processes court documents in accordance with court procedures and legal requirements, maintains official records of court proceedings, prepares all transcripts according to the time table

Prepares all civil, criminal and post-conviction with transcripts for delivery to the Court of Criminal and Civil Appeals

Maintains accurate filing system, makes copies, types forms and performs other clerical work as needed

Performs, civil, criminal, family, adoption, juvenile, protective orders and child welfare searches, prepares all jury lists

Reviews, sorts, assembles, and organizes material; routes and delivers daily mail and documents to appropriate parties

Acts as receptionist, answers phones and provides service to the general public in a courteous manner

Ability to work well with others

Performs other such duties as may be assigned

Regular attendance is a must

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university

Five (5) years of progressively responsible experience in clerical functions of the judicial system, including at least six (6) months of experience in a District Clerk's office

Supervisory experience

Two (2) years of related experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES AND REGISTRATION

Must be bondable

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals

Utilize simple math skills in order to compile court costs of litigants and compiles court costs and transcripts

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations

Ability to write reports, business correspondence and procedure manuals

Ability to effectively present information and respond to questions from the general public and attorneys

Reads statutes and interprets

Read documents and enable transcripts to be compiled and filed with Court of Appeals

Drafts letters to attorneys

Prepares reports, memos and correspondence for other governmental agencies

Should have experience in office or related work

Should have knowledge of computers and spreadsheets

General knowledge of city, county and state government preferred but not required

Must have good writing and communication skills

Must be well organized

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations