

## **Job Posting –Shelby County District Clerk**

**Description:** Shelby County District Clerk

**Salary:** \$58,371.56 per year.

**Eligibility:** Texas resident at least eighteen years' of age and a citizen of the United States of America.

**Experience:** College degree highly recommended. Must have experience working in government and knowledge of generally accepted accounting principles. Applicants must be extremely proficient in technology and easily able to learn multiple software systems. A legal background or prior work in a county or district clerk's office is preferred.

**Job Responsibilities:** Article 5, Section 9 of the Texas Constitution provides that there shall be a District Clerk in each county. The District Clerk is an elected official who serves a four-year term. If the office becomes vacant, the district court judges appoint a new Clerk, who holds office until is it filled by election. The District Clerk provides support for the district courts in each county.

The Clerk is custodian of all court pleadings and papers that are part of any cause of action, civil or criminal, in the district courts served by the Clerk. The office also issues all processes involved with civil and criminal cases in the District Courts of Shelby County, Texas.

The District Clerk indexes and secures all court records, enters judgments of the court under the direct supervision of the judge, collects court costs and filing fees, and records the acts and proceedings of the court.

Most court records are public information. The District Clerk is responsible for managing records so that they are easily retrieved for public information, preserved for permanent storage in archives, and disposed of according to law and responding to records requests.

### *Financial Officer*

The District Clerk is charged with the responsibility of:

- Collecting and disbursing court costs, fines, and other fees that benefit more than twenty agencies at the state and local levels
- Managing money invested on behalf of minor children or in receiverships
- Managing money placed in the registry fund that is in dispute

### *Reporting Requirements*

The District Clerk is also responsible for gathering and reporting data to federal, state, and local agencies such as:

Bureau of Vital Statistics in Austin	Twelfth Court of Appeals in Tyler
County Auditor	Texas Attorney General
County Treasurer	Texas Comptroller of Public Accounts
Texas Court of Criminal Appeals	Voter Registrar
Texas Supreme Court	Texas Office of Court Administration

See attached Schedule of Reporting Requirements for District Clerk.

**Interpersonal Skills:** The District Clerk is an elected position and serves in a leadership role. He or she must be able to effectively and professionally communicate with the public, attorneys, and other employees of Shelby County.

Applicants must maintain a positive cooperative relationship with District Judges, deputy clerks, peers, other governmental agencies, as well as the general public.

Understand and follow policies and procedures contained in the Texas Association of District Clerk's manual, and all applicable laws set forth in the Texas Code of Criminal Procedure, the Texas Rules of Civil Procedure, and the Texas Civil Practice and Remedies Code.

The District Clerk must adhere to code of ethics sworn to in the oath of office and maintain extremely confidentiality of the District Clerk's office and the District Courts.

Applicants must pass criminal background check and drug and alcohol screening. All resumes shall be electronically submitted to [amber.dubea@co.shelby.tx.us](mailto:amber.dubea@co.shelby.tx.us).

If an applicant receives an interview, he or she will be contacted by the District Courts.