**DISTRICT CLERK**

**SUMMARY OF POSITION**

The District Clerk serves as clerical support for the County Court-At-Law and State District Courts. Specific statutory responsibilities include administrative, record keeping, finance, and related functions.

**EXAMPLES OF WORK**

**Essential Duties**\*

In accordance with budget authorized by the Commissioners’ Court, appoints staff necessary to carry out statutory functions;

Supervise activities of Chief Deputy and Deputy District Clerks;

Maintains files for acts and proceedings of District Clerk;

Prepares annual budget for District Clerk’s office and submits for approval;

Reconstitutes jury wheels, participates in selecting names from jury wheel, certifies jury lists, and swears in jurors;

Maintains current knowledge of statutes, rules, and regulations relating to departmental responsibilities;

Impounds grand juries, receives indictments, and empanels Petit Juries;

Organizes, facilitates, and tracks criminal and civil case dockets;

Transfers civil and criminal appeal files to Court of Appeals in Corpus Christi;

Maintains records associated with a court registry, including investment records;

Collects child support payments, notifies employers of wage garnishments, and makes required reports on child support payment disposition.

Issues and tracks citations, subpoenas, and writs associated with various criminal and civil cases;

Administers oaths and affirmations required of his/her official duties;

Serves as a member on local councils of government;

Maintains District Clerk’s Office trust funds and bank accounts;

Files and maintains paperwork associated with criminal and civil cases;

Maintains working relationships with several state boards and organizations, including, but not limited to, the Texas Department of Public Safety, Registrar of Voters, Texas Department of Human Services, Texas Judicial Council, Texas Industrial Accident Board, etc;

Maintains and indexes a variety of administrative records;

Sets docket and notifies parties for judges;

Acts as the Court Administrator; and

Performs other duties as specified by law.

Other Important Duties\*

May take the depositions of witnesses.

**QUALIFICATION REQUIREMENTS**

Must be a citizen of the United States, have lived in the State of Texas for a period of 12 months before the date of any primary, general, or special election, and have lived for six months before such election in Live Oak County. Must be bonded

**TERM OF OFFICE**

The District Clerk is elected for a four-year term.