

NOTICE OF EMPLOYMENT OPPORTUNITY

Job Title: Justice Court Clerk

Location: 114 W. Austin, Room 204 Jefferson, TX

Part time hours beginning October 17, 2022 - 29 hours per week with transition to full-time employment beginning January 1, 2023.

Must be able to operate a variety of standard office equipment including computer, scanner, fax, printer, typewriter, and telephone. Must have knowledge of basic accounting skills.

Duties include, but not limited to: answer & direct all calls in a professional, friendly manner and take complete & accurate messages as well as helping people at the window, enter citations, civil claims, etc. into the computer, post payments, prepare files, setting court dates, prepare for hearings, prepare monthly/quarterly reports, reconcile bank statements, assist with keeping the office clean & professional. Bilingual a plus.

Must have a High School Diploma or GED, be able to be bonded, be able to multitask, work independently, handle stressful situations, maintain confidentiality.

Application forms may be found on the County website: www.co.marion.tx.us or picked up at our office Monday – Thursday, 7:30 – 4:00, Friday 9:00 – 12:30.

Please submit application/resume by October 3, 2022.

AN EQUAL OPPORTUNITY EMPLOYER