

HUNT COUNTY TEXAS – JOB POSTING

Job Title: Part-Time Clerk

Department: Hunt County Justice of the Peace, Pct.1 Pl.1

Salary: \$15/Hour

Job Summary: This job requires excellent people and communication skills. Individual will work under general supervision and establish and maintain effective working relationships with other personnel in the office. Part-Time Clerk will be responsible for answering telephone calls, Scanning, Filing, working with the public, working in Odyssey and Efile, and handling civil and criminal cases. This position is expected to work 24 hours a week with the possibility of working more hours as needed in the office.

**** YOU ARE REQUIRED TO SIGN A CONFIDENTIALITY STATEMENT AS THIS OFFICE DOES HANDLE RECORDS THAT ARE NOT OPEN TO THE PUBLIC. ANY VIOLATION OF THIS WILL RESULT IN TERMINATION. ** *Regular attendance is required in the job.***

Essential Job Duties and Responsibilities:

- ◆ Must be self-motivated
- ◆ Performs a wide variety of responsible, **CONFIDENTIAL** and complex clerical duties
- ◆ Works with Courts, Prosecutors, Attorneys and the general public
- ◆ Greets and assists the public in a professional manner
- ◆ Takes payments
- ◆ Performs data entry, daily filing and scanning
- ◆ Answers multi line phone
- ◆ Able to complete other tasks as assigned
- ◆ Must be a team player
- ◆ Must be able to properly handle money transactions which includes counting back change
- ◆ Required to maintain confidential information and records

Minimum Education, Experience, and Certification: High school diploma or equivalent required. Must be able to speak, write and understand the English Language. Valid Texas Driver's License required. **Bilingual is a plus.**

To be considered, you must complete an employment application in full. Applications may be picked up at the Human Resources Department in the Hunt County Courthouse, Room 200 or filled out online at www.huntcounty.net

You will be called for an interview.

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

NO PHONE CALLS PLEASE