

# **HUNT COUNTY TEXAS – JOB POSTING**

**Job Title:** Deputy Clerk

**Department:** Hunt County Justice of the Peace, Pct.1 Pl.2

**Salary:** \$40,000 + Benefits

**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. Deputy Clerk will be responsible for answering telephone calls, taking payments, greeting and assisting public in a professional manner. Processing criminal and civil case filings from the general public and attorneys as well as citations and complaints from various law enforcement agencies. This is a public service office with 40 hour work weeks, Monday through Friday.

**\*\* 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](http://www.huntcounty.net)**

**You will be called for an interview.**

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**NO PHONE CALLS PLEASE**