



Human Resources

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **COURT CLERK**
DEPARTMENT: Justice of the Peace, Precinct 1 (Waskom)
DATE POSTED: April 10, 2024
CLOSING DATE: April 19, 2024
HIRING SALARY: **\$15.04 – \$15.31 per hour (Depending on Qualifications/Experience)**

POSITION OVERVIEW *(Complete position description attached)*

Responsible for preparing a variety of legal documents including warrants, subpoenas, summons, citations, writs, notices and court orders; receives and processes court payments and fines; provides information/assistance to the public and performs other duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

High school diploma/equivalent; minimum 2 years' clerical experience in a legal setting; related governmental experience preferred. Knowledge of legal terminology, procedures, court proceedings and standard computer/software applications required.

Must have a public service attitude and the ability to interact in a courteous and professional manner with officials, staff and the general public at all times.

LICENSE / CERTIFICATION

Must have a valid driver's license and acceptable driving record. Notary Public preferred.

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life
PTO/Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 40 hours per week

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

SUBMIT APPLICATION TO:

HARRISON COUNTY HUMAN RESOURCES
200 W. Houston St, Room 328
Marshall, TX 75670
hrrassist@co.harrison.tx.us

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