

EMPLOYMENT NOTICE

JOB TITLE: PART TIME JUSTICE OF THE PEACE COURT CLERK
DEPARTMENT: JUSTICE OF THE PEACE, PCT 1
LOCATION: JUSTICE COURT 1
SALARY: COMMENSURATE WITH EXPERIENCE (Pay Group 58)

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position, which involves independent judgment. Duties include performing clerical and accounting work requiring application of various complex work methods and procedures, familiarity with criminal and civil law and various governmental regulations, and with departmental functions, policies and practices. Perform all duties required to file criminal and civil cases and issue processes. Prepare numerous County and State reports. Perform any combination of duties according to specific departmental guidelines. Enter data and retrieve information on the computer. May also provide support to the Commissioner and Constable, Precinct 1. This is a 20 hour per week part time position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have unquestioned ability to meet and serve the public in a friendly and efficient manner. Ability to communicate orally, in writing, and by telephone; excellent computer skills required in MS Office products; excellent office skills required for maintaining County and State records; and ability to establish and maintain effective working relationships with co-workers, employees, and officials in other departments.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate or its equivalent plus two year experience in clerical work and public relations. Experience as a Justice Court Clerk is preferred, as well as experience with Odyssey software.

CERTIFICATE AND LICENSE REQUIREMENTS:

Required to be bondable.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Human Resources Office, Burnet County Annex on the Square, 133 E. Jackson or on the County website. Completed applications will be accepted at the Human Resources Office until position is filled.