

JOB OPENING

JOB TITLE: COURT CLERK
POSITION: FULL-TIME
DEPARTMENT: MILAM COUNTY JUSTICE OF PEACE, PRECINCT 3 (ROCKALE)

Requirements:

Applicants will be responsible for handling a wide variety of duties. Responsible for managing all clerical and administrative functions in a court setting, including maintaining court records, handling customer service, responding to inquiries, assembling documents, and filing.

Required Knowledge, Skills and Abilities:

Able to read and interpret legal documents.
Demonstrate strong organizational skills.
Pay close attention to detail.
Proficient in use of Microsoft Office Suite, especially Word.
Demonstrate strong interpersonal skills.
Communicate clearly and effectively.
Capable of translating legal terminology into layman's terms for explanatory purposes.
Exhibit excellent typing skills.
Demonstrate ability to responsibly and discretely handle sensitive documents and confidential information.
Manage time efficiently and work unsupervised.
Demonstrate ability to multitask effectively.
Work well with a variety of individuals in a respectful and professional manner.
Exhibit familiarity with the use and function of basic office equipment.
Minimum high school diploma or equivalent.
Bilingual in Spanish/English preferred.

Salary:

Salary will be based on qualifications and discussed upon interview.

Applications:

Applications are available for pick-up and return at the Milam County Human Resources Office, located at 103 West Main, Cameron, Texas 76520.

Milam County is an Equal Opportunity Employer.