

**WALLER COUNTY
JUSTICE OF THE PEACE, PCT. 1
846 6th Street, Ste. 1
Hempstead, Texas 77445**

PART-TIME EMPLOYMENT NOTICE

Waller County Justice of the Peace, Precinct 1, is accepting applications for employment for a part-time clerical position.

Pay Rate: \$12.00 hourly, up to 28 hours per week.

General Duties: Manage and maintain court case files, serve customers in person and by phone, assist court staff with case management, and help to maintain organization within the department.

Applicant Requirements:

- Must be dependable
- Maintain a positive and professional demeanor
- Exhibit excellent customer service
- Possess excellent organizational skills
- Possess numerical and alphabetical filing skills
- Must be able to multitask and prioritize assignments with little supervision
- Must display professional and pleasant phone demeanor
- Possess basic working knowledge of Microsoft Office and general office equipment

Applications are available at 846 6th Street, Suite 1, Hempstead, Texas, or on Waller County's website:

<https://www.co.waller.tx.us/page/Employment.Opps>

Applications should be submitted to 846 6th Street, Ste. 1, Hempstead, Texas 77445, or by email at wcjp1@wallercounty.us.

Position will remain open until filled.

Waller County is an equal opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.