

Waller County Justice Court, Pct. 3

The purpose of the position is to provide a first point of contact to the citizens of Waller County, TX. This is accomplished by greeting visitors; responding to calls and inquiries; referring calls and visitors to proper locations; receiving and processing monies; maintaining data and information; and receiving and distributing mail. Other duties may include responding to requests, researching information; and filing documents.

Job Title: Full Time Clerk

Department: Justice Court Pct. 3

Pay Grade: \$20.05

The **Full Time Clerk** is responsible for various administrative and ministerial duties in conjunction with the court he or she serves. The Clerk of Court is responsible for receiving, filing, maintaining, and safeguarding court records. Complete various duties assigned by office manager and judge in a timely manner. Will also oversee Civil Docket and assist with other Dockets as needed.

Knowledge, Skills, and Abilities:

- Knowledge of Court policies and procedures;
- Knowledge of office software
- Skill in communicating effectively both orally and in writing;
- Ability to perform tasks with minimal direct supervision;
- Ability to count monies and process payments; and
- Ability to establish and maintain working relationships with court and County administration, other employees, and the public.

Work Environment:

- Positive, Supportive Team Based/Individual-focused
- Communication-focused
- Fast-paced work environment
- Rewarding

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Or equivalent training, education, and/or experience; and
- Valid Driver's License.
- Background check

How to Apply:

Interested applicants may request an application to the following email:

✉ WCJP3@wallercounty.us