

Employment Posting
Justice of the Peace, Precinct 2
27388 Fields Store, Rd., Waller, Texas 77484

Position: **Court Clerk – Criminal Court Coordinator**
Open Until: **Position Filled.**
Job Status: **Full -Time non-exempt**
Rate of Pay: **\$17/hour**

Job Description:

This position coordinates all aspects of the criminal duties of the court, from the initial filing, docketing, subsequent hearings, trials, and final disposition. This position is also a general court clerk position and performs common administrative tasks. This position is also responsible for overseeing the Occupational Driver's License operations of the office. While this position is responsible for the criminal functions of the court, it is also responsible for general knowledge and functions of civil actions, administrative actions, and other court staff responsibilities to ensure in the absence of another employee the office functions properly. Works under the supervision of the Chief Clerk. Full description available on request.

Requirements:

- High School diploma or equivalent.
- Excellent computer skills with knowledge of Microsoft Office suite, Adobe Acrobat, and typing quickly with accuracy, ability to learn Tyler Odyssey software.
- General understanding of statutes and statutory construction in criminal aspects of Justice Courts.
- Excellent customer service skills and the ability to communicate effectively through oral and written means.
- Ability to work well with others as part of a team, but self-motivated and task-oriented.
- Excellent organizational skills.
- No significant criminal history, including felonies or crimes of moral turpitude.
- Bilingual in Spanish preferred.

Physical Demands:

This position generally performs sedentary functions but does require occasional lifting of up to 10 pounds, standing, walking, and extended computer use including typing.

Applications are available at 27388 Fields Store Road, Waller Texas, or Waller County's website: www.co.waller.tx.us. All completed applications and resumes should be delivered to the Justice of the Peace Office by hand or mail to 27388 Fields Store Road, Waller Texas 77484, or by email to jp2@wallercounty.us.

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

All applicants may not be interviewed and applicants may be required to submit to general testing.