



### ***Waller County is a Local Government Entity***

**Job Type:** *Administrative/Clerical*

**Job Location:** 12620 FM 1887 Hempstead, TX 77445

**Job Level:** Entry Level      **Job Title:** Part-Time Court Clerk

**Job Description:** *We are looking for a Court Clerk to join our team and perform a range of administrative and clerical duties to maintain our office. The ideal candidate must be extremely organized, and excellent at cataloging and managing a large filing system.*

*Court Clerk responsibilities include managing day-to-day tasks such as filing legal documents, entering data and sorting incoming mail as needed.*

*Ultimately, you will work with the public, judges, and attorneys to ensure they have the administrative support needed to work as efficiently as possible.*

### **Legal Clerk Requirements and Qualifications**

- Bilingual Preferred.
- High school diploma; associate degree, or bachelor degree in pre-law, administration, or related field preferred
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling and organization skills a must
- Excellent written and verbal communication skills
- Able to perform a wide range of clerical duties, maintaining files and highly confidential information
- Excellent time management skills; able to prioritize
- Able to organize and manage large amounts of tasks, schedules, and information

**Number of positions open:** *One (1)*

**Application deadline:** *February 17, 2023*

*Application available at <https://www.co.waller.tx.us/page/JP3>*

You may submit your resume using one of the following methods:

- Mail
- In person
- Fax
- EMail ([wcjp3@wallercounty.us](mailto:wcjp3@wallercounty.us))

### **Contact Information:**

Miss Krystal Watkins - Executive Assistant

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