

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

	Date Posted: October Closing Date: Open Until Filled Positions Open: 1
Position:	Court Clerk – Full Time Start Date: November 13, 2024
Department	Justice of the Peace Precinct 1 – Sherman
Duties	Performs clerical and data entry work for the Justice of the Peace court system in an assigned precinct. Work involves processing files and documents, which may pertain to civil, criminal, truancy, and juvenile court proceedings. Employee is responsible for utilizing highly specialized computer-driven data entry equipment to prepare and modify files and for answering inquires and assisting the general public, including receiving payment for fees or fines. Involves working knowledge of laws, regulations, and procedures affecting Justice Court jurisdiction on a constantly evolving basis. Performs duties of balancing and reconciling cash drawer at the close of each business day and making appropriate deposits. Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Qualifications:	High school diploma or GED. Secretarial or legal experience a plus. Knowledge of general office machines and procedures. Ability to accurately maintain cash drawer. Bi-lingual preferred.
Requirements:	Must have excellent interpersonal skills and deal effectively with the public. Must be dependable and able to be bonded. Strong computer and keyboarding skills; specifically - Excel, Word, Outlook and ability to learn new programs quickly. Must pass background check and drug screen.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, paid holidays and participation in the Texas County and District Retirement Plan.

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.