NACOGDOCHES COUNTY

Job Opportunity

Position: Deputy Clerk / Chief Deputy Clerk **Open Until Filled**
Department: Justice of the Peace, Precinct 2
Type: Regular, Full-Time

This position may be filled as a Deputy Clerk or Chief Deputy Clerk, depending on candidate qualifications
Deputy Clerk Starting Salary: $30,445.00 per year, plus benefits
Chief Deputy Clerk Starting Salary: $35,129.00 per year, plus benefits

General Description:
This position is in the Office of the Justice of the Peace. The Court Clerk provides legal, clerical and administrative support to the court. Prepares and submits a wide variety of legal filings, documents, reports, and official certificates. Assists the public with paperwork and explains county policies and court procedures. Receives payments and issues receipts for fines and filing fees. This position requires a high level of trust, accountability and the ability to maintain confidential information. Performs additional duties as required.

Knowledge, Skills & Abilities:
- Excellent verbal and written communication skills
- Excellent customer service skills
- Ability to multi-task in a professional office environment
- Knowledge of general office and clerical support procedures
- Knowledge of telephone procedures and etiquette
- Skill in using electronic filing systems and computerized databases
- Ability to follow instructions and perform duties independently with speed and accuracy
- Ability to establish and maintain professionalism with co-workers and the general public
- Ability to maintain confidentiality
- Knowledge of basic mathematics
- Skill in using computers and standard office equipment

Additional Information:
- Work performed indoors with some outdoor exposure
- Requires ability to sit and stand for extended periods of time
- May be required to stoop, bend and reach
- Requires ability to lift and carry up to 15 pounds
- Requires ability to communicate clearly with others, both in person and on the telephone

Qualifications:
- Graduation from High School or GED
- Deputy Clerk: One (1) year office experience in county government, legal or related field
- Chief Deputy: Two (2) years office experience in county government, legal or related field
- Valid Texas Driver License

Instructions:
Submit a completed and signed Nacogdoches County Employment Application to address below. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to:

Nacogdoches County
Human Resources Department
101 W Main St, Suite 161
Nacogdoches, TX 75961