

# Van Zandt County



Human Resources Director  
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*Job Title: Court Clerk*

**Position available:** Court Clerk  
**Department:** Precinct 1 Justice of the Peace  
**Employer:** Van Zandt County  
**Schedule:** 16-30 or more Hour Work Week

Reports to Justice of the Peace  
**Wage:** \$12.05 per Hour

## **POSITION SUMMARY**

This position is requires that the employee have daily contact with the public. The employee is not responsible for the supervision of other employees. Professional customer service skills and confidentiality are a requirement.

## **ESSENTIAL JOB FUNCTIONS**

- Professional Customer Service
- Answer phones, direct calls and take messages in a timely manner
- Accurately maintain filing system
- Be fair and impartial to all litigates entering the court
- Maintain absolute confidentiality
- Regular attendance and timeliness at the worksite is required
- Maintain work area in a professional, organized manner
- Process payments collecting fines and fees

## **ADDITIONAL JOB DUTIES:**

Any other duty as assigned by the Judge within the scope of the department

## **REQUIRED KNOWLEDGE AND SKILLS**

Knowledge: General office practices and procedures.

Skills: Familiarity with a computer including Outlook, Microsoft Word and Internet Explorer, answering phones and general office duties. Assist co-workers in all departments and other offices as needed; maintain effective working relationships with other county employees, officials and the general public; understand and carry out oral and written instruction and learn tasks readily; exceptional organizational skills and proven ability to maintain accurate, detailed records; able to multi-task, work under pressure and meet established deadlines.

## **PHYSICAL REQUIREMENTS**

- Required to perform the essential job duties.
- To be ADA compliant
  - Walking, sitting, or standing for long periods of time.
  - Lifting and carrying materials weighing up to 30 pounds such as boxes, files or stacks of records.
  - Occasional climbing, stooping, crawling, squatting, and/or kneeling.

## **EDUCATION**

- High school diploma, or its equivalent, combination of experience, education and training that provides the required knowledge and skills.

## **CERTIFICATION OR LICENSES**

- Requires a valid driver's license
- Must be bondable

## **LANGUAGE SKILLS**

Prefer bilingual in English and Spanish

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.

## **SELECTION GUIDELINES:**

Formal application; oral interview; reference/background checks; job-related test may be required

To apply for this position please complete an application for employment with the Human Resources (HR) office on the first floor of the Van Zandt County courthouse or downloaded from our website at ;

<http://tools.cira.state.tx.us/users/0155/docs/Jobs/2017/EmploymentApplication%20V2017.pdf>

AN EQUAL OPPORTUNITY EMPLOYER