

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: Deputy District Clerk		Job Announcement Number: DC 26-0002	
Department: District Clerk	Salary: \$33,154.64	Position Type: Full Time: ☒ Part Time: ☐ Temporary: ☐	
Additional Position Information: FLSA Non-Exempt			
POSITION DESCRIPTION			
Summary Statement of Work Performed: The District Clerk Deputy Clerk will perform a variety of clerical duties in support of District Clerk's Office operations; prepares courtroom and/or other types of legal documentation; and provides customer service to the public. Their primary duties and responsibilities include answering and directing incoming calls to appropriate departments and/or individuals; responding to public inquiries regarding court processes, filing fees, civil and criminal cases, jury duty, and child support; Performing data entry in relation to documents generated or file marked by the District Clerk's Office ensuring documents are entered under appropriate case numbers; Generate jury lists for the District, County Court at Law, and Justice of the Peace courts; Issue and/or prepare a variety of court documents; and perform other duties as assigned or required.			
POSITION SPECIFICATIONS			
Education: High school diploma or equivalent. Personal Job-Related Skills: Operate a computer using Windows XP, data inquiry, spreadsheet, and specific software packages; type accurately; operate a calculator; fax machine, etc; maintain privacy of the files and issues regarding certain information; establish and maintain effective working relationships with other county employees and officials, and the general public; and demonstrate proficiency in both oral and written communication. Understand and follow instructions and learn assigned tasks readily; and make sound decisions under stress; and work well with interruptions. Licensure, Registry or Certification: None required. Experience: 1. Prior Work Experience: One year clerical and customer service experience; OR an equivalent combination of education and experience. 2. Technical Training: Computer training and experience recommended. Physical and Mental Requirements: Duties of the position require intermittent walking, sitting, and standing. Bending, stooping, and reaching are required with the lifting of items up to a weight of 40 pounds. Extensive keyboarding is required. Must possess the ability to comprehend and follow routine written or verbal instructions or directions. The deputy clerk must be self-motivating and able to work well with others in a close environment. The deputy clerk must be friendly to the public and co-workers, must be able to interpret appropriate visiting times, and must be able to separate personal life from work. The deputy clerk must dress appropriately for work, office, and court environment.			
An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or emailed to melissa.shores@casscountytexas.gov UNTIL FILLED		HOW TO MAKE APPLICATION For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.	
Resumes without an application form will not be accepted		EQUAL OPPORTUNITY EMPLOYER Auxiliary aids and services are available upon request to individuals with disabilities.	