

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

<b>Job Title:</b> Deputy District Clerk		<b>Job Announcement Number:</b> DC 25-0001	
<b>Department:</b>  District Clerk	<b>Salary:</b>  \$31,654.64	<b>Position Type:</b> Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
<b>Additional Position Information:</b> FLSA Non-Exempt; <u>Position to begin August 1, 2025</u>			

**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.

<p>An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or emailed to <a href="mailto:mshores@casscountytexas.org">mshores@casscountytexas.org</a></p> <p style="text-align: center;"><b>UNTIL FILLED</b></p>	<p style="text-align: center;"><b>HOW TO MAKE APPLICATION</b></p> <p style="text-align: center;"><b>For An Application Contact:</b> Cass County Treasurer PO Box 152- Linden, TX 75563 2<sup>nd</sup> Floor, Cass County Law Enforcement and Justice Center or Go to <a href="http://www.co.cass.tx.us">www.co.cass.tx.us</a>; County Offices; Treasurer to print out an application from the County website.</p>
<p style="text-align: center;">Resumes without an application form will not be accepted</p>	<p style="text-align: center;"><b>EQUAL OPPORTUNITY EMPLOYER</b></p> <p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>