

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

Job Title: COURT CLERK/SECRETARY		Job Announcement Number: JP4 26-0001	
Department: JUSTICE OF PEACE PCT 4	Salary: DOE	Position Type: Full Time: ☒ Part Time: ☐ Temporary: ☐	
Additional Position Information: FLSA Non-Exempt Benefits: Health Insurance (County Paid); Dental, Vision, and Supplemental Insurance Offered; TCDRS Retirement System (County % Match); 33% discount on tuition at Texas A&M – Texarkana; Free Gym Membership at Cass County Fitness – Linden; Paid Holidays Off, Sick Leave, and PTO			

POSITION DESCRIPTION
Summary Statement of Work Performed: Various secretarial duties as necessary. Post criminal cases, fines, and dispositions in computer. Process civil case filings. Prepare daily, weekly & monthly reports. Prepare monthly state reports, deposit of daily revenue & prepare death certificates. Position requires extensive knowledge of computers. Any other job required by the Judge.
POSITION SPECIFICATIONS
Education: High School or Equivalent Personal Job-Related Skills: Must be able to type 45 wpm, operation of 10-key calculator and be familiar with computer operations. Must be able to work and communicate effectively with the public. Licensure, Registry or Certification: None Required Experience: 1. Prior Work Experience: One year secretarial/clerk work preferred 2. Technical Training: Computer experience helpful Physical and Mental Requirements: Duties require intermittent sitting and standing, bending and stooping. Reaching and lifting items up to 40 pounds is also required. The ability to comprehend and follow written and verbal instructions or directions is necessary.

An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2 nd 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. EQUAL OPPORTUNITY EMPLOYER
Resumes without an application form will NOT be accepted	Auxiliary aids and services are available upon request to individuals with disabilities.