

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

<b>Job Title:</b> Court Clerk		<b>Job Announcement Number:</b> JP3 23-0002	
<b>Department:</b>  Justice of Peace PCT 3	<b>Salary:</b>  DOE	<b>Position Type:</b>  Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
<b>Additional Position Information:</b> County Benefits and TCDRS retirement eligible; FLSA Non-Exempt			

<b>POSITION DESCRIPTION</b>
<b>Summary Statement of Work Performed:</b> 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.
<b>POSITION SPECIFICATIONS</b>
<p><b>Education:</b> High School or Equivalent.</p> <p><b>Personal Job-Related Skills:</b> Must be able to type 45 wpm, operation of 10-key calculator and be familiar with computer operations, especially Microsoft Word 2007 or later. Must be able to work and communicate effectively with the public.</p> <p><b>Licensure, Registry or Certification:</b> None required</p> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li><b>1. Prior Work Experience:</b> One year secretarial/clerk work preferred</li>   <li><b>2. Technical Training:</b> Computer experience required</li> </ol> <p><b>Physical and Mental Requirements:</b> 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.</p>

<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;"><b>EQUAL OPPORTUNITY EMPLOYER</b></p>
Resumes without an application form will not be accepted	Auxiliary aids and services are available upon request to individuals with disabilities.