

Job Title: Full-time Court Clerk

Department: Justice of the Peace, Precinct 1

Position Summary:

The Justice of the Peace, Precinct 1 is seeking a dependable and detail-oriented Court Clerk to support daily court operations. This position requires strong organizational skills, professionalism, and the ability to provide excellent customer service in a fast-paced office environment.

Qualifications:

- Previous experience in an office setting preferred
- Proficient computer skills required
- Strong communication and customer service skills
- Ability to handle confidential information with discretion
- Detail-oriented with strong organizational abilities

Job Responsibilities:

- Answer and direct incoming phone calls
- Process and manage court case filings
- Handle citations and establish payment plans
- File and maintain court documents
- Receive and distribute mail; prepare and make deposits
- Prepare and manage court correspondence
- Communicate professionally with the public and other offices

Work Schedule:

- Monday – Thursday: 8:00 AM – 5:00 PM
- Friday: 8:00 AM – 12:00 PM

Benefits:

- Paid holidays
- Paid vacation
- Insurance benefits

How to Apply / Contact:

For additional information or questions, please contact Judge Savell at 325-893-4900.