

District Clerk's Office

The District Clerk's Office is now accepting resumes for a Full-Time Deputy Clerk

JOB SUMMARY: Perform clerical tasks relating to the recording and maintaining of legal documents and maintaining District Court files.

ESSENTIAL QUALIFICATIONS:

- ◆ Proficient in both Written/Verbal Communication Skills
- ◆ Posses Excellent Organizational Skills
- ◆ Able to work in a Fast-Paced Environment
- ◆ Maintain a Professional Attitude at all times
- ◆ Must be able to work both independently and as part of a team
- ◆ Greet public with a Courteous, Helpful Attitude
- ◆ One year experience in Clerical Field
- ◆ High School graduate or equivalent
- ◆ Knowledge of legal system and legal terminology, helpful but not required
- ◆ Must be able to pass a criminal history

JOB DUTIES INCLUDE: (But not limited to)

- ◆ Running Dockets Daily for Court
- ◆ Pulling files and Preparing files for Court
- ◆ Handling all paperwork for each file after Court
- ◆ Going into Court, assisting Judge with file along with assisting Defense Attorneys
- ◆ Keeping confidentiality with each case, a first priority

PHYSICAL REQUIREMENTS: Generally, this position requires light lifting, usually less than 10 lbs but can be up to 15 lbs. occasionally. Deputy must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

Submit Resumes to Sherry Foster, Office Manager, 100 E. Tyler Street, Room 202, Athens, Texas 75751. Resumes will be accepted until position filled. All resumes must have a minimum of five (5) references, three (3) of which must be of no relation.