

**FREESTONE COUNTY
EMPLOYEE JOB OPPORTUNITY ANNOUNCEMENT**

DATE: May 22, 2023

POSITION: Part-time Administrative Court Clerk, Justice of the Peace, Precinct 2

We need a person that can provide administrative support to the Justice Court system by processing payments of fines and fees, warrants and cases set on arraignment and trial dockets, and providing customer service to citizens and interfacing with citizens and other City personnel. Other duties include assisting the Judge by processing documents and attending court proceedings when needed and maintaining office supply inventories.

DUTIES: Receive and screen calls, visitors, and mail; respond to sensitive requests for information and assistance. Prepare and organize court agenda; schedule court cases; confirm trial dates. Audit all daily receipts, make corrections, and prepare daily financial deposit report for funds collected to be filed with County Treasurer and County Auditor. Assist in preparing monthly statistical reports filed with the State. Assist Judge in Court. Notarize documents for the public and the Court. Input complaints including but not limited criminal and civil claims into the Court Management System. Advising defendants of their options regarding traffic citations, civil suits, and other Class "C" misdemeanors that in compliance with the laws of the State of Texas.

REQUIREMENTS: Must understand the organization and operation of the court system, interpret, and apply administrative and departmental policies, procedures, laws, and regulations. Maintain confidential data and information for the court. Computer literate with operational skills of modern office equipment. Compile and maintain complex and extensive records and prepare routine correspondence. Work independently in the absence of supervision. Neat and organized is a must.

SALARY RANGE: \$12.00/hour; 29 maximum hours per week

ELIGIBILITY: Must have a High School Diploma and some administrative experience. Must pass a drug and background screening. Bilingual (English/Spanish) speaking a plus.

If you are interested in applying for this position, you must submit to the Justice of the Peace, Precinct 2 office a resume/letter indicating your strengths and why you are interested in this position by June 16, 2023.