

**Employment Opportunity**  
**Llano County Justice of the Peace, Pct. 1**  
**Part Time Clerk \$15.14/Hr.**

Llano County is accepting applications for a part-time clerical/court clerk. This is a part-time position which requires up to 20 hours per week. Duties include but not limited to; data input, answering phones, filing records, money handling transactions, and communications with the public both in person and verbally.

Job Location: 101 Ferguson Rd., Horseshoe Bay, Texas 78657

**Back ground check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Human Resource department Located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: [lisaotto@co.llano.tx.us](mailto:lisaotto@co.llano.tx.us).

For questions, please call Justice of the Peace, Pct 1 @830-598-2296.

**Llano County is an Equal Opportunity Employer**

## Llano County Job Description

**Job Title: Justice Court Clerk PT**

**Base: \$15.14**

**FLSA: Non-Exempt**

**Department: JP1**

**EEO: 06 Administration Support**

**Reports To: Pct. 1 Judge**

### **Summary:**

This position is to provide administrative support to the Judge and to provide excellent customer service to the constituents of Llano County and to the public who have business with the court.

### **Essential Duties and Responsibilities:**

- Process new civil and eviction claims, receive payments for such claims, prepare citations for court appearances, schedule a court date within guidelines outlined by law, prepare judgments, coordinate with bailiff regarding service of citations within the guidelines;
- Receive and document all criminal cases, process payments for fines, fees, and warrants, prepare documents for pay plan or deferral or driver's safety course;
- Prepare monthly reports in a timely manner;
- Must have excellent customer service skills and professionalism when dealing with the public in person, by phone, by email, and by fax on a daily basis;
- Ensure all monies collected is accounted for and accurately documented, and secured at the end of each day;
- Basic computer skills
- Other duties as assigned

### **Minimum Qualifications:**

- High School Diploma or GED
- Valid Class C Driver's License
- Must pass a background check
- Must be bondable

### **Working Conditions and Physical Demands:**

The physical demands are those listed that must be met by an employee to successfully perform the duties of this position.

- The employee is frequently required to talk, see, sit, kneel, walk and use fingers to type and handle paperwork
- The employee is required to sit for prolonged periods of time
- The employee must be able to lift at least (1) one box of copy paper
- Specific vision is required including up close and distance vision
- Must be able to lift up to (20) twenty pounds
- Office environment setting

- Low to moderate noise level
- Sitting for prolonged periods of time
- Exposure to computer screen

***This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.***

## **Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Llano County for the position of \_\_\_\_\_ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date