

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 for Justice of the Peace, Pct. 1. This is a part-time position with requires 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 Road, Horseshoe Bay, Texas 78657
Job open until filled

Back ground check is required

For a complete job description and application, please go to 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: lisa.otto@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