

TEMPORARY FILE CLERK

JOB TITLE: TEMPORARY FILE CLERK - **PART-TIME**
DEPARTMENT: MADISON COUNTY CRIMINAL DISTRICT ATTORNEY'S OFFICE
LOCATION: 101 MAIN STREET, MADISONVILLE, TEXAS 77864
DATE POSTED: 12/8/25
Salary: up to \$14.50/ hr

JOB DESCRIPTION/SUMMARY:

The Madison County District Attorney's Office is seeking a Temporary File Clerk. The Temporary File Clerk position will provide administrative support to the Madison County District Attorney's Office. Duties include but not limited to scanning documents, filing documents, entering and maintaining record management entries, identifying and archiving historical cases, proper destruction of digitally archived cases, properly filing closed records, and any other duty as assigned by the Madison County Criminal District Attorney.

REQUIREMENTS/BENEFITS:

Applicants must possess good Computer Knowledge and have good Organizational skills. Prior legal experience is preferred. A Background check is required. This position is part-time and is not subject to any benefits.

APPLICATION INSTRUCTIONS:

Applications can be found at www.co.madison.tx.us

To apply:

Please send Application and Resume **VIA EMAIL ONLY** to **Courtney Cain, Madison County District Attorney**, courtney.cain@madisoncountytexas.org.

MADISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.