

Employment Opportunity
Llano County Justice of The Peace, Precinct 3
Part Time Justice Court Clerk
Hourly Rate \$14.00

The Llano County Justice of The Peace is accepting applications for a part time court clerk. This is a part time position requiring up to 29 hours per week. This position requires performing a variety of clerical duties including, but not limited to; money handling transactions, basic bookkeeping, communications with the public and defendants and to provide support for the Justice of The Peace. Must be able to handle a wide variety of situations with professionalism and discretion.

Job Location: Precinct 3, Buchanan Dam, Texas

For a complete job description and application, please go to www.co.llano.tx.us. Email completed application to lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Human Resource office at 325.247.3009.

Llano County is an Equal Opportunity Employer.

Llano County Job Description

Job Title: JP3 Part Time Clerk

Base: Hourly \$14.00

FLSA: Non-Exempt

Department: JP3

EEO: 06 Administrative

Reports To: Justice of The Peace, Pct.3

Summary:

Provide administrative support to the Llano County court system. Process payments of fines and fees, warrants and cases set on trial dockets. Assists Judge by processing documents and attending court proceedings. Must be able to perform satisfactorily by multi-tasking and have the ability to deal effectively and professionally with people in a high volume office. Must be able to handle a wide variety of situations with professionalism and discretion.

Essential Duties:

- Provides administrative support to the Judge
- Review and respond to correspondence from defendant and attorney
- Process citations from law enforcement officers
- Prepare warrants declared by the Judge
- Provide customer service by phone, email, fax and in person
- Ensure that office equipment is working
- Other duties as assigned

Qualifications:

- High School diploma or GED
- Valid Class C driver license

Working Conditions and Physical Demands:

- Required to frequently talk, see, sit, kneel, walk and the use of fingers to type and handle paperwork
- Required to sit for prolonged periods of time
- Must be able to lift at least (1) one box of copy paper
- Specific vision required including up close and distance vision
- Office environment setting
- Low to moderate noise
- Exposure to computer screen

This job description does not constitute an employment 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.