

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: Deputy District Clerk		Job Announcement Number: DC 24-0001	
Department: District Clerk	Salary: \$31,654.64	Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
Additional Position Information: FLSA Non-Exempt			

POSITION DESCRIPTION

Summary Statement of Work Performed: The District Clerk Deputy Clerk will perform a variety of clerical duties in support of District Clerk's Office operations; prepares courtroom and/or other types of legal documentation; and provides customer service to the public. Their primary duties and responsibilities include answering and directing incoming calls to appropriate departments and/or individuals; responding to public inquiries regarding court processes, filing fees, civil and criminal cases, jury duty, and child support; Performing data entry in relation to documents generated or file marked by the District Clerk's Office ensuring documents are entered under appropriate case numbers; Generate jury lists for the District, County Court at Law, and Justice of the Peace courts; Issue and/or prepare a variety of court documents; and perform other duties as assigned or required.

POSITION SPECIFICATIONS

Education: High school diploma or equivalent.

Personal Job-Related Skills: Operate a computer using Windows XP, data inquiry, spreadsheet, and specific software packages; type accurately; operate a calculator; fax machine, etc; maintain privacy of the files and issues regarding certain information; establish and maintain effective working relationships with other county employees and officials, and the general public; and demonstrate proficiency in both oral and written communication. Understand and follow instructions and learn assigned tasks readily; and make sound decisions under stress; and work well with interruptions.

Licensure, Registry or Certification: None required.

Experience:

1. **Prior Work Experience:** One year clerical and customer service experience; OR an equivalent combination of education and experience.
2. **Technical Training:** Computer training and experience recommended.

Physical and Mental Requirements: Duties of the position require intermittent walking, sitting, and standing. Bending, stooping, and reaching are required with the lifting of items up to a weight of 40 pounds. Extensive keyboarding is required. Must possess the ability to comprehend and follow routine written or verbal instructions or directions. The deputy clerk must be self-motivating and able to work well with others in a close environment. The deputy clerk must be friendly to the public and co-workers, must be able to interpret appropriate visiting times, and must be able to separate personal life from work. The deputy clerk must dress appropriately for work, office, and court environment.

<p>An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX or emailed to mshores@casscountytexas.org</p> <p style="text-align: center;">UNTIL FILLED</p>	<p style="text-align: center;">HOW TO MAKE APPLICATION</p> <p style="text-align: center;">For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.</p>
<p style="text-align: center;">Resumes without an application form will not be accepted</p>	<p style="text-align: center;">EQUAL OPPORTUNITY EMPLOYER</p> <p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>