

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

Job Title: COURT CLERK/SECRETARY		Job Announcement Number: JP4 24-0001	
Department: JUSTICE OF PEACE PCT 4	Salary: \$12.86/HR	Position Type: Full Time: <input type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input checked="" type="checkbox"/>	
Additional Position Information: Due to position being Temporary, length of time unknown. Health Insurance offered.			

POSITION DESCRIPTION
Summary Statement of Work Performed: Various secretarial duties as necessary. Post-civil cases, fines, and dispositions in computer. Process civil case filings. Will assist in preparing daily, weekly & monthly reports. Assist in preparing monthly state reports, and deposit daily revenue. Position requires extensive knowledge of computers. Any other job required by the Judge.
POSITION SPECIFICATIONS
<p>Education: High School or Equivalent</p> <p>Personal Job-Related Skills: Must be able to type 45 wpm, operation of 10-key calculator and be familiar with computer operations. Must be able to work and communicate effectively with the public.</p> <p>Licensure, Registry or Certification: None Required</p> <p>Experience: Prior Work Experience:</p> <ol style="list-style-type: none"> 1. One year secretarial/clerk work and Justice Court knowledge preferred 2. Technical Training: Computer experience required <p>Physical and Mental Requirements: Duties require intermittent sitting and standing, bending and stooping. Reaching and lifting items up to 40 pounds is also required. The ability to comprehend and follow written and verbal instructions or directions is necessary.</p>

<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 email mshores@casscountytexas.org</p> <p style="text-align: center;">UNTIL FILLED</p> <p style="text-align: center;">Resumes without an application form will not be accepted</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;">EQUAL OPPORTUNITY EMPLOYER</p> <p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>
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