



JUSTICE OF THE PEACE, PCT. 4

Judge Darlene Childress

7933 Hwy 42 S ★ Henderson, Tx 75654

Chief Clerk Position Opening

We are seeking a dependable and organized Chief Clerk to join our fast-paced office environment. This position handles a high volume of civil cases and requires strong prioritization, communication, and multitasking skills.

Primary Responsibilities

- Process and manage a high volume of civil cases
- Provide direct administrative and operational support to the Justice of the Peace
- Assist the part-time clerk as needed with daily office operations
- Maintain confidential records and sensitive information
- Interpret laws, court procedures, and office policies
- Assist with truancy matters and court proceedings
- Support the filing and processing of civil and criminal cases
- Establish and maintain professional relationships with government officials, law enforcement agencies, school districts, and the public
- Provide courteous and professional assistance to Rusk County residents
- Attend legislative updates, trainings, and conferences to remain current on laws, procedures, and changes affecting Justice Court operations

Qualifications

- Strong organizational and time management skills
- Ability to prioritize tasks in a fast-paced environment
- Professional communication and customer service skills
- Ability to handle confidential information responsibly
- Court or clerical experience preferred

Salary

Salary is \$39,412 annually

Apply Today

Applications may be picked up at our office:

7933 Hwy 42 S.

Henderson, TX 75654

Application Deadline: ASAP

Ph (903)854-4220 / Fax (903)854-4316

Dotti ★ Court Clerks ★ Sue