

Chief Clerk - Angie King
903-657-0308

Judge Jana R. Enloe
Justice of the Peace, Precinct 5
Rusk County Justice Center
210 W. Charlevoix, Suite 304
Henderson, Texas 75652-3154
justiceofthepeace5@yahoo.com

Clerk - Irma Mata
903-657-0308
Clerk - Gilbert Suarez
903-657-0309

Clerk Position Opening

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

Primary Responsibilities:

- Process and manage a high volume of civil cases
- Process and manage a high volume of criminal cases
- Provide direct administrative and operational support to the Justice of the Peace
- Assist the other clerks as needed with daily office operations
- Maintain confidential records and sensitive information
- Interpret laws, court procedures, and office policies
- 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 task 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

210 W. Charlevoix Street
Henderson, Texas 75652

Application Deadline: ASAP

RUSK COUNTY