

EMPLOYMENT OPPORTUNITY NOTICE

The Caldwell Co. District Clerk is currently accepting applications for the position of a Full Time Deputy Clerk (Assistant to Civil Chief). The salary for this position is:

Essential functions:

- Assist the civil court chief with both civil and family caseload
- Answer incoming telephone calls
- Help members of the public/court customers on a daily basis
- Perform any other duties as requested

Education and Experience:

- High school diploma or equivalent required.
- Experience in secretarial, office or related work (in court/legal field preferred)

Qualifications:

- Must pass criminal background check (bondable)
- Effectively and professionally communicate with customers and colleagues
- Ability to accurately multi-task
- Dependable
- Ability to perform light office work and occasionally lift items up to 20 pounds.
- Working knowledge of personal computers and other electronic office equipment.

Employee will work under the supervision of the District Clerk, Asst. District Clerk and Chief Deputy. Annual salary of \$33,000 with full county benefits.

Applications for this position may be obtained from the Clerk's Office at 1703 S. Colorado St., Lockhart, Texas or via the county website at www.co.caldwell.tx.us. (Please submit to the Clerk's Office.) Applicants are also encouraged to submit a resume, including references, upon application for this position.

CALDWELL COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER