

HELP WANTED – DEPUTY CLERK

Colorado County Justice of the Peace Court, Pct 1 is seeking a full-time Deputy Clerk. Duties include clerical and administrative support, assisting the public, preparing and maintaining court records, processing citations and filings, and assisting with courtroom operations. **Must have strong computer, communication, and organizational skills.** High school diploma or GED required; court or legal office experience preferred. Ability to pass a criminal background check.

Applications available online at www.co.colorado.tx.us.

Submit completed application, resume, and cover letter by **Friday, November 7th, 2025 to:**
Judge Billy Hefner, P.O. Box 783, Columbus, TX 78934, email @ jp1@co.colorado.tx.us, or drop off in person during business hours at 2215 Walnut Street (County Jail), Columbus, TX. No phone calls, please.

Colorado County is an Equal Opportunity Employer.

Key Responsibilities:

- Perform clerical and administrative duties in support of court operations
- Assist the public with filing court documents and answering procedural questions
- Prepare, file, and maintain court records and legal documents
- Manage case calendars, schedule hearings, and notify involved parties
- Accurately collect and record payments for fines, fees, and court costs
- Attend court proceedings, record minutes, and swear in witnesses when required
- Ensure compliance with local, state, and court rules and procedures

Qualifications:

- High school diploma or equivalent (some college preferred)
- Prior clerical, legal, or court experience is highly desirable
- Strong attention to detail and organizational skills
- Excellent communication and customer service skills
- Proficiency in Microsoft Office and standard office equipment
- Ability to handle confidential information with discretion
- Must be able to pass a background check

Working Conditions:

- Office and courtroom environment
- Occasional extended hours depending on court schedule
- Professional attire required