



## LAMPASAS COUNTY, TEXAS HUMAN RESOURCES OFFICE

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| <b>Position:</b>             | Lampasas County Justice of the Peace Clerk 1   |
| <b>Pay Range:</b>            | \$17.00 per hour   |
| <b>Benefits Eligibility:</b> | Eligible for full time county benefits, including health and life insurance, other optional insurance coverage, retirement, vacation and personal time accrual and holidays. |
| <b>Hours of Work:</b>        | Monday – Friday; 8:00 a.m. - 5:00 p.m.; 40 hrs. Per week   |

### **Position Description:**

Clerk 1 performs specialized clerical and administrative duties to support the daily operations of the office of Justice of the Peace 1.

### **Examples of Duties Include:**

- Answers telephone and greets visitors; provides information or refers inquiries to appropriate personnel; routes incoming calls and records messages; responds to emails and faxes.
- Utilizes computerized data entry equipment and various word processing and file maintenance programs to enter, store, and/or retrieve information; maintains pertinent files and records; scans and copies documents as necessary; ensures files are complete and accurate.
- Processes incoming and outgoing mail, including preparing photocopies and collating materials; distributes mail to appropriate department or employee.
- Assists the Judge in the courtroom during trials; maintains court records and events.
- Receives and processes filings and hearings for traffic tickets, evictions, warrants, truancy paperwork, justice court suits, writs, illegal tows, bonds, appeals, promises to appear in court and small claims filings and proceedings.
- Administers oaths and affidavits as necessary.
- Calculates and processes exact fines and filing fee amounts; receives and processes payment for court costs, fees and fines; handles receipts for money; reconciles cash drawer daily; creates related financial reports; completes bank deposits as necessary.
- Regular and punctual attendance is required.
- Performs other related duties as required

### **Education & Experience Requirements:**

Must have a high school diploma or equivalent and 1 year of experience in a related field; or an equivalent combination of education and related experience. Completion of some college level coursework preferred. Specific certifications related to the area of assignment may be required for this position.

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| <b>Obtain Applications:</b>    | Download application online at <a href="http://www.co.lampasas.tx.us">www.co.lampasas.tx.us</a> under 'Employment Opportunities';<br>or pick up application in the Human Resources office:<br>409 S Pecan St. Ste 209; Lampasas, TX 76550 |
| <b>Submit Applications To:</b> | The Justice of the Peace Office<br>501 East 4 <sup>th</sup> St. Ste 105; Lampasas, TX 76550   |
| <b>Application Deadline:</b>   | Open until filled   |