

JOB ANNOUNCEMENT

THE POLK COUNTY HUMAN RESOURCES OFFICE IS NOW ACCEPTING
APPLICATIONS FOR THE POSITION DESCRIBED BELOW:

POLK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: ONE (1) FULL-TIME COURT CLERK POLK COUNTY JUSTICE OF THE PEACE, PCT. #1

GENERAL STATEMENT OF DUTIES:

Assists Elected Official or other Department Head by greeting the public, answering the telephones, and handling a variety of clerical and bookkeeping functions in order to free Elected Official to attend to judicial responsibilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: courtroom procedures and associated clerical functions.

Skills to: operate, or demonstrate ability to learn to operate, standard word processing and spreadsheet computer software, **type at a speed of at least 30 net words per minute with a high degree of accuracy (must submit a typing certificate from Work Force or Polk County).**

Ability to: apply legal terminology; use independent judgment regarding release of confidential information; establish and maintain effective working relationships with other county employees, attorneys, judges, and the general public; remain calm and courteous in high stress situations with people who are upset; establish appropriate priorities; and work independently.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation plus two years of clerical experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Prefer to have at least one year of court clerk experience in County Court, County Court-at-Law, Justice of the Peace, or other local offices.

CERTIFICATES AND LICENSES REQUIRED:

Certification by Justice Court Training Center preferred. May be required to be a Notary Public.

APPLICATIONS WILL BE TAKEN: ON MONDAY, JANUARY 7, 2019 THROUGH FRIDAY, JANUARY 18, 2019 UNTIL 5:00 P.M. ON THE OFFICIAL FORM. APPLICATION FORMS OR ADDITIONAL INFORMATION CAN BE OBTAINED BETWEEN THE HOURS OF 8:00 A.M. AND 5:00 P.M. BY CONTACTING:

**POLK COUNTY HUMAN RESOURCES
602 EAST CHURCH STREET SUITE 105
LIVINGSTON TEXAS, 77351
PHONE: 936 327-6802 * FAX: 936 327-6879
OR www.co.polk.tx.us under Job Postings.**

*For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.