

Job Vacancy Notice

Job Title: Pct. #1 Justice Court Clerk- Part Time Position
Department: Justice of the Peace Pct. #1 - Rusk County (Overton)
Closing Date: UNTIL FILLED

Please read the following carefully:

Pay: (To be updated by Judge McCrory)

Hours: 24 hours / week generally. Schedule flexibility preferred.

Looking to hire mature, dependable, trustworthy, and highly organized help in a busy office setting.

Job requirements include, but not limited to:

- Experience with computers and computer software (Word, Excel, Word Perfect, etc.)
- Good customer service skills
- Ability to multitask, organize, and prioritize
- Experience working with confidential information
- Must keep work area clean and organized

Examples of Job Duties:

- Greet the public either by phone or in person and answer questions they may have
- Assist full time clerk when necessary
- Handle money transactions
- Assist with reports
- Enter data regarding incoming tickets/Civil Suits, etc.

All Interested Applicants May Apply At:

Justice of the Peace Pct. #1
210 South Helen Street
Overton, TX 75684