



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Justice Clerk	<b>Job Number</b>	628-0855-020122
<b>Department Head</b>	Justice of the Peace Pct. 3	<b>Date Open</b>	February 01, 2022
<b>Salary Range Minimum</b>	\$2,490.58 – 3,735.92 Monthly – Dependent on Experience	<b>Application Deadline</b>	Until Filled

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Employment Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

**Education and/or Experience**

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or equivalent.
- Requires three years clerical, bookkeeping, money handling or directly related experience.

**Other Qualifications, Certificates, Licenses, Registrations**

- Justice Court Clerk Certification received through Texas Justice Court Training School preferred.
- Prefer bilingual (Spanish and English).
- Prefer Notary Public Certification.
- Prefer working knowledge of civil aspects of the law.
- Prefer prior experience as a judicial clerk.
- Ability to maintain continuing education requirements for the State of Texas.
- Ability to be bonded.

**Required Skills**

- Exceptional skill in money handling.
- Exceptional skill in performing court clerk procedures and processes
- Exceptional skill in reading, understanding and following court policies and procedures.
- Exceptional skill in establishing and maintaining effective working relationships with County staff, outside agencies, and the general public.
- Exceptional skill in customer service.
- Exceptional skill in reception, telephone etiquette and customer relations.
- General skill in basic bookkeeping and report preparation.
- General skill in documenting, reading, understanding and maintaining various records.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General organizational skills.
- General skill in project management.
- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General typing skill of 50 wpm or greater.

**Summary**

Under general supervision, the Justice Clerk performs a variety of administrative and accounting support functions for the Justice of the Peace Office. The Justice Clerk performs a variety of clerical procedures following prescribed procedures and assists in revenue and bookkeeping services for the office of the Justice of the Peace. The work involves preparing and processing forms and orders involving the filing and disposition of civil claims, and criminal and traffic cases, as well as accepting cash and checks and issuing receipts daily. This position affects the accuracy, reliability and acceptability of further processes and services.

**Individuals in this position serve at the pleasure of the current elected official.**

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**