

The Limestone County Justice of the Peace Office, Pct. 2 Accepting Applications for Court Clerk

Applications may be picked up between the hours of 8 a.m. -5 p.m. Monday-Friday, in the County Judge's Office, in the Groesbeck Courthouse, 200 W. State Street, Suite 101, Groesbeck, Texas 76642.

Applications will be accepted until position is filled.

Applications need to be submitted (by mail or in person) to the Justice of the Peace Office, Pct. 2, PO Box 194, 206 Bell St., Coolidge, TX 76635. No phone calls, please.

This is a non-supervisory position, which involves independent judgment. Duties include performing data entry/clerical work requiring application of various complex work methods and procedures.

Requirements:

- . High School diploma or equivalent
- . Typing speed of at least 45 wpm
- . Ability to operate standard office equipment, including telephone, copier, personal computer, etc.
- . Intermediate to advance proficiency level of Adobe Acrobat Standard, Microsoft Outlook, Word and Excel
- . Ability to meet and serve the public in a friendly and efficient manner
- . Knowledge of basic writing, grammar and spelling
- . Ability to communicate orally, in writing and by telephone
- . Must be self-disciplined and self-motivated in order to plan, prioritize and carry out assignments with minimum supervision and ability to meet deadlines

Previous experience in data entry, knowledge of numerical filing system and legal terms/documents, a plus.