

TRINITY COUNTY

JOB OPENING

Trinity County Justice of the Peace Precinct 3 Office is Currently Accepting Applications for the Position of Part-Time Court Clerk

Position Summary

The purpose of this position is to assist the public by processing criminal, civil and traffic cases; maintain court docket; collect fees and provide clerical support to the Justice of the Peace Office, Precinct 3, located in Trinity, Texas. This position provides customer service in person and over phone, processing citations and performing data entry related to case and court information and collecting fees.

Trinity County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

Applications available online at www.co.trinity.tx.us, Employment Opportunities. Please send applications to Trinity County Justice of the Peace Pct. 3, P.O. Box 464, Trinity, TX 75862.

Closing Date: June 20, 2019