**TRINITY COUNTY**

**JOB OPENING**

**Trinity County Justice of the Peace, Precinct 3
Part-Time Court Clerk – Now Accepting Applications**

**Position Summary**The Office of the Justice of the Peace, Precinct 3, located in Trinity, Texas, is currently accepting applications for a Part-Time Court Clerk. This role is responsible for assisting the public and supporting court operations by processing criminal, civil, and traffic cases; maintaining court dockets; collecting fees; and providing general clerical support to the office.

Key duties include delivering in-person and telephone customer service, entering case and citation data, processing legal documents, and managing payments.

Minimum Requirements

* Strong communication and organizational skills
* Demonstrated ability to work with the public in a professional and courteous manner
* Proficiency with Windows-based computers
* Familiarity with Microsoft Office 365, particularly Outlook, Word, and Excel
* Ability to learn and operate court-specific software and systems
* Attention to detail and the ability to maintain confidentiality

**Applications available online at** [**www.co.trinity.tx.us**](http://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.**

**Justice of the Peace:**Judge Keith Johnson