



## CALDWELL COUNTY

### *Job Description*

**Job Title:** Part – Time Deputy Clerk                      **Salary Range:** \$25,000.00  
**Department:** Justice of the Peace, Pct. 4                      **FLSA Status:** Non-Exempt  
**Location:** Caldwell County

\*Applications will be accepted until the position is filled.

\*Please return job application to Caldwell County Human Resources, 1<sup>st</sup> floor Caldwell County Courthouse, or you can email a PDF version to [kristianna.aranda@co.caldwell.tx.us](mailto:kristianna.aranda@co.caldwell.tx.us). Address: 110 S. Main Street, Lockhart, TX, 78644 & Phone: 512-359-4662

### **SUMMARY**

The Office of the Caldwell County Justice of Peace, Pct. 4, is currently accepting application for the position of part-time deputy clerk, hours will be from 10 AM to 5 PM each day at our location, 2990 FM 1185 Lockhart, TX 78644.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties of this position include, but are not limited to:

- Perform clerical and basic bookkeeping functions.
- Answering incoming phone calls in a prompt, polite, professional manner.
- Answering emails and returns phone calls regarding case information.
- Receiving cases and complaints.
- Ensures that all interested parties receive accurate and timely information.
- Producing and distributing correspondence, such as memos, letters, faxes, and forms.
- Maintaining contact list, developing and maintaining a filing system, and organizing documents and records.
- Preparing various reports and legal documents.
- Accept payments, issue receipts and answer inquiries from the public.
- General receptionist duties.

### **QUALIFICATIONS**

The ideal candidate will:

- Be a flexible team player, especially with working hours.
- Be proficient with computer usage (Microsoft Office).
- Possess excellent etiquette/customers service skills both oral and written.
- Be detail oriented.
- Be a quick learner and have the ability to multi-task.
- Ability to work well in a fast-paced environment.
- Be extremely well organized.

### **EDUCATION and/or EXPERIENCE**

- The position requires a high school diploma and equivalent thereof.
- Two years of previous office experience is preferred.
- Bilingual (English/Spanish) preferred, but not required.