

JOB VACANCY NOTICE

Burleson County Clerk's Office

Job Opening: September 24, 2024

Job Closing: When Position Filled

Full-Time Position: Deputy County Clerk/Assistant Court Clerk

Job Description: Your main duty will be as a Deputy County Clerk/Assistant Court Clerk and all duties that pertain to this position and the office. The following are other duties in the County Clerk's Office: Scanning/Indexing of Official Public Records, Vital Statistic Records and Court Records. Assist with filing, general office assignments and customer requests along with record keeping and maintaining record management preservation of all records. Cross-trained in Civil/Probate & Criminal Courts and Vital Statistics Records which will include entering, retrieving, updating information and resolving file processing. Must be able to lift 25 pounds or more at given times and climb a ladder.

Education and Experience: Must have a High School diploma and 2 years of responsible clerical experience to include familiarity with legal procedures, terminology, and the court system. Must be self-motivated and be able to work in a fast paced, multi tasked, ever changing work environment. You must be computer literate (Data Entry, Excel and Microsoft Word), with excellent communication and customer service skills.

Applications may be obtained online through the Burleson County Website or picked up and returned back in to the Treasurer's Office along with a resume with references.