

Job Title: Part- Time Court Clerk

Department: Justice of the Peace, Pct. 1 and Justice of the Peace, Pct. 2

Position Summary

This position is responsible for a variety of clerical activities, such as entering criminal and civil cases to the computer system, running reports, receiving payment, taking phone calls, schedule hearings, deposits, ordering office supplies and any other jobs requested by the Judge. **This position will be Part-Time, shared between both JP offices. Some hours will be scheduled and others on a call-in basis.**

Essential Job Functions

1. Enter civil and criminal cases into computer and track each case as needed until conclusion. This includes receipts for payments of fines or filing fees.
2. Receive and route phone calls; receive customers and assist as necessary.
3. Act as court liaison for docket calls, scheduling, accepting written pleas and phone calls. Scheduling bench or jury trials.
4. Maintain neat, orderly workstation/office.
5. Do daily, weekly, monthly and quarterly reports as directed by the Judge.
6. Maintain all files both past and current. Proofing all for possible errors.
7. Prepare and deliver weekly deposits every Monday to bank, unless directed otherwise.
8. Retrieve and post mail daily.
9. Order office supplies.
10. Any other duty assigned by the Judge.

Qualifications and Capabilities

Education & Experience

1. Must be able to keep confidentiality. Most of the proceedings in this office are public record but some are kept confidential.
2. Require at least a high school education or GED.
3. Must have ability to work independently in a multi-tasking customer service setting.
4. Must be familiar with standard office equipment including personal computers and be able to learn and implement County software systems and procedures.

Other

1. Ability to communicate effectively, patiently and courteously.
2. Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team or self-directed.
3. Ability to communicate effectively with diverse, and sometimes irate, individuals and to handle calmly and efficiently situations ranging from routine to emergency.
4. Attention to detail and accuracy.
5. May be asked to do other duties as assigned.

APPLICATIONS CAN BE OBTAINED AND SHOULD BE RETURNED TO THE HUTCHINSON COUNTY TREASURER'S OFFICE. (COURTHOUSE)

500 MAIN, STINNETT, TX 79083

CLOSING DATE FOR ACCEPTING APPLICATIONS WILL BE WEDNESDAY, SEPTEMBER 30TH, 2026 AT 6:00 PM