

## Notice of Employment

The Bandera County Justice of the Peace Pct. 1 Office is accepting applications for:

### **Full-time Clerk**

Duties to include, but not limited to: management and coordination of Justice Court procedures, monitor department equipment and supplies, accept complaints from vendors on insufficient checks, assist with scheduling for Justice of the Peace, assist in preparing for court and attends court, attend annual training, and collect and receipt monies.

Applicants are required to have basic computer and office skills as well as a working knowledge of legal terminology. Good interpersonal and communication skills, organizational and problem solving skills, and must be able to lift 10-20lbs frequently 20-50lbs occasionally. Must also have a valid Texas driver's license and be a high school graduate or have a GED equivalent.

Application and full job description may be obtained at the Auditor – Human Resources Office located at 1207 Pecan St., Bandera, Monday-Friday 9:00AM-3:30PM. Applications will be accepted for 7 days, then until position is filled. Completed applications are to be returned to the Auditor/HR office. Also available on line at [www.banderacounty.org](http://www.banderacounty.org) HR tab.

Bandera County is an Equal Opportunity Employer.

Posted 7-26-2024