

**FANNIN COUNTY, TEXAS  
OFFICIAL JOB POSTING**

**Position Title:** Entry-Level Court Clerk – Part-time 29 hours per week

**Department:** Justice of the Peace Court

**Location:** Fannin County, Texas

**Position Summary**

Fannin County is accepting applications for an Entry-Level Court Clerk position within the Justice of the Peace Court. This position performs routine clerical and administrative support tasks and assists court staff in maintaining daily operations. This is an entry-level position designed for individuals seeking to gain experience in a court or office setting.

**Minimum Qualifications**

- High school diploma or GED required
- Valid Texas Driver's License required
- Working knowledge of Microsoft Word and Excel
- Spanish/English bilingual preferred
- Must be eligible to be bonded with Fannin County

**Essential Duties and Responsibilities**

- Perform basic clerical duties such as filing, scanning, copying, and data entry
- Assist with organizing and maintaining court records and files
- Answer phones and direct calls appropriately
- Provide general information to the public in a courteous and professional manner
- Assist with preparing routine documents and correspondence
- Support courtroom operations as directed by the Judge or senior staff

**Knowledge, Skills, and Abilities**

- Ability to follow instructions and learn new tasks
- Basic written and verbal communication skills
- Ability to interact courteously with the public and county employees
- Strong attention to detail for routine tasks
- Ability to work in a team environment and maintain a positive attitude
- Dependable and punctual

**Work Environment**

This position operates in an office and courtroom setting with frequent interaction with the public. Duties involve routine clerical work, including sitting, standing, and handling documents.

**Application Process**

Applications may be obtained on line on the county website or picked up in person at the Justice of the Peace, Precinct 1 Office at 101 E Sam Rayburn, Room 109, Bonham, TX 75418, and Phone: 903-583-7489. Completed application are to be submitted to the Justice of the Peace, Precinct 1, at the above address.

**Fannin County is an Equal Opportunity Employer.**