

Position Vacancy Announcement

Criminal Clerk – Justice of the Peace, Precinct 1 Office

Fannin County Court House

101 E Sam Rayburn Dr., Ste 109

Bonham, Texas 75418

Must possess a high school diploma or GED. Working knowledge of computer systems; exceptional ability to deal effectively and courteously with the public and county employees; ability to write and speak effectively; Spanish/English bilingual preferred; be able to assist the judge throughout legal proceedings in the courtroom. This is an administrative position that requires high volumes of paperwork, filing, communications, and follow through. Maintains a positive work atmosphere by behaving and communicating in a manner that gets along with customers, co-workers, judge, and supervisor. Possess a valid Texas Driver's License. Qualified to be bonded with Fannin County and become a Notary for the State of Texas. Salary \$13.65 per hour with full benefits, 3% raise effective October 1, 2024 with salary increase \$14.06 per hour