

FANNIN COUNTY EMPLOYMENT NOTICE

JOB TITLE: Probate-Civil Clerk G3
Located in the courthouse
SUPERVISOR: County Clerk
PAY: \$14.24
HOURS: 8am – 5pm, 1 hour for lunch

Job Requirements:

Type 45wpm, computer proficiency, detail oriented, excellent customer service skills. Must have transportation and current driver's license; be able to lift 35 lbs, climb stairs, possess a strong work ethic and be of good moral character.

Required Education, Training and Experience:

High school diploma or GED and one year of progressively responsible experience in a position requiring extensive public contact and fast, accurate keyboarding skills; or an equivalent combination of education, training, and experience. Specific experience in a legal practice or trial court operations preferred. Courtroom attire is required.

Duties:

Provides clerical and case processing support for the Probate and Civil County Court at Law. Maintains hardcopy and digital records for case-flow management, prepares a variety of documents, receives payments, and provides a variety of clerical and customer support services. Scope of work includes but is not limited to: probate, guardianship, mental commitment, civil cases and JP appeals; issuing citations/ notices, maintain court docket, data entry, copy files, scanning documents, review and balance accounts, monthly reporting to the Office of Court Administration. Cross-training is expected in order to assist other areas of the County Clerk's office as needed.

Physical Requirements and Working Conditions:

Must be able to perform essential job functions with or without reasonable accommodations, including but not limited to, visual and/or audiological appliances and devices to increase mobility. Work is generally performed in a normal office environment.

BENEFITS:

Retirement
Vacation and Sick pay

CONTACT:

County Clerk's Office

800 E. 2nd Street, Bonham (Wire & Plastics Building)

903-583-7486

Application *and* Resume required, References will be checked