

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY

PLEASE POST CIVIL SERVICE

DATE: December 29, 2011

DEADLINE: Until filled

POSITION: CIVIL/CRIMINAL APPEALS DEPUTY COURT CLERK

JOB LOCATION: Cameron County District Clerk Department

SALARY: Negotiable

QUALIFICATIONS: High school graduation or its equivalent. Two (2) years college education preferred and/or two (2) to four (4) years experience in civil or criminal fields including at least one (1) year in a District Clerk's Office; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Ability to communicate effectively orally and in writing in both English and Spanish. Must have a valid Texas Drivers License.

DESCRIPTION OF DUTIES: The Civil/Criminal Appeals Deputy Court Clerk is responsible for maintaining all Appeals in Civil and Criminal Cases as well as Post Conviction Writs of Habeas Corpus and performing complex clerical assignments. The Civil/Criminal Appeals Deputy Court Clerk processes legal documents and other court records for the six (6) District Courts, must be available to file and accept pleadings by attorneys, and perform any other clerical duties necessary for the efficient operation of the section. The Civil/Criminal Appeals Deputy Court Clerk is non supervisory position, under the direction of the District Clerk and reports to the Criminal Manager. Perform other duties as assigned. This position is subject to a six month probation period prior to Civil Service eligibility. Must submit to a Civil Service Clerical Exam.

BENEFITS: Cameron County offers excellent fringe benefits, including: health and life insurance sick and annual leave retirement system and paid holidays.

HOW TO APPLY: Apply with
Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 East Monroe Street Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER