

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY

PLEASE POST CIVIL SERVICE

DATE: January 5, 2012
DEADLINE: Until filled

POSITION: CRIMINAL DEPUTY CLERK

JOB LOCATION: Cameron County District Clerk
(Brownsville, TX)

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 type accurately and rapidly (preferably at a speed of at least 50 words per minute with few or no errors); ability to operate office machines; ability to communicate effectively both orally and in writing in both English and Spanish; ability to establish and maintain effective working relationships with justices, members of the legal professions, and the general public. Must have a valid Texas Drivers License.

DESCRIPTION OF DUTIES: The Criminal Deputy Clerk is responsible for processing all pending and disposed criminal files and performing complex clerical assignments. The Criminal Deputy Clerk processes legal documents and other court records for the court, must be available to file and accept pleadings by attorneys, and perform any other clerical duties necessary for the efficient operation of the office. The Criminal Deputy Clerk is non-supervisory position, under the direction of the District Clerk and reports to the Criminal Manager. This position is subject to six month probation 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 Protection, sick and annual leave retirement system and paid holidays.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Dept. – 1st floor
1100 East Monroe Street Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER