

GRAYSON COUNTY

JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.

	Date Posted: April 25, 2024 Closing Date: Open Until Filled Positions Open: 1
Position:	Deputy District Criminal Clerk
Department	District Clerk
Minimum Salary:	\$43,000 (Based Upon Experience)
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays, and retirement plan.
Duties	<ul style="list-style-type: none"> • Provide clerical support to the District Courts by maintaining files • File stamp original petitions & pleadings through eFiling; Input case data in a timely manner according to procedures • Courtroom duty, including criminal docket, administration of oaths, fingerprinting and other duties directed by the Judge • Maintain a positive cooperative relationship with the general public, District Courts, the legal community, and other governmental agencies. • Prepare and issue subpoenas, warrants, writs • Perform routine office procedures such as answering phones, copying required records and perform record searches of criminal and civil files. • Respond to inquiries about filing fees, jury excuses and accepting payments. • Must be able to multitask in a fast-pace environment and be self-motivated to work without supervision. Follow oral and written instructions and have public relations skills.
Qualifications:	Experience as a paralegal and/or 2 years of experience in the legal field preferred. Ability to communicate clearly and concisely, both orally and in writing. Must have computer skills, typing and grammatical skills and be proficient in the use of varying office equipment. Moderate to heavy lifting is required.
Requirements:	Applicants must be bondable. Must pass pre-employment drug screen and background check. Must possess a valid Driver's License.