

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: September 2, 2025 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-Time/Temporary Court Clerk 29 hour/week
Department	Justice of the Peace Precinct 3 Whitesboro
Duties	Performing clerical and administrative work in specialized terminology (legal) for Justice Court Systems. Includes Civil, Criminal, Truancy, and Juvenile document processing. Responsibilities include; utilizing highly specialized computer driven data entry programs, preparing and modifying files, answering Inquires and assisting the general public i.e. Fine payments, Case filings, and court procedures. Handling information sensitive documents, cash drawer, and timely data reporting.
Qualifications:	High-School Education. College-Level coursework preferred but not required. Legal experience preferred but not required. The ability to type more than Average (40) Words per Minute. Must have a general knowledge of Justice Court rules and procedures, good organization skills, and professional demeanor. Needs to have experience with a computer and basic word/excel programs. Must be able to stay level in a stressful situation and use appropriate defusing techniques.
Requirements:	Must pass Pre-Employment Drug Screen and Background check. Must be able to travel for training.
Benefits:	Retirement/Pension Benefits