

GRAYSON COUNTY

JOB POSTINGS

Equal Opportunity Employer

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

	Date Posted: April 25, 2023 Closing Date: Open Until Filled Positions Open: 1
Position:	Jury Coordinator/Deputy District Civil Clerk
Department	District Clerk
Minimum Salary:	\$40,000+
Duties	<ul style="list-style-type: none">• Summons panels for jury duty• Work directly with the public with check in process for jury duty• File original petitions & pleadings through eFiling; Input case data in a timely manner• Work closely with the District Courts and the legal community• Process Passports• Answer phones• 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:	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. Cash handling experience required.
Requirements:	Applicants must be bondable. Must pass pre-employment drug screen and background check. Must possess a valid Driver's License.
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays, and retirement plan.