



County of Armstrong

State of Texas

Jana Lemons
Justice of the Peace
P.O. Box 539
Claude, Texas 79019
806-553-2860 x2 Phone
806-553-5631 Fax

JOB OPENING

JUSTICE CLERK (Justice of the Peace Office)

Job details

Salary: \$10.00 an hour; \$20,800.00 Annually

Job Type: Full-time

Number of hires for this role: 1

Qualifications

- High school or equivalent (Required)
- Training in bookkeeping
- Experience in an office and computer skills

Full Job Description

Schedules court dockets, hearings, and trial dates. Assist Justices of the Peace, Sheriff and Prosecutors with case management. Provides information regarding court policies and procedures to citizens and resolves citizen complaints. Accounts payable and receipts of defendant's payment by mail and in person. Ensures fines/cost are paid in a timely manner and enacts collection procedures if necessary. Enter and process judicial decisions and record transactions, dispositions and fine payments on automated court system. Submit individual periodic reports to State Comptroller, Texas Department of Public Safety, and Office of Court Administration as required by law.

Work Environment: Work will be performed indoors

All Employees

- o Must be committed to achieving excellence in assigned duties, always in service of the county and community
- o Must have ability to earn and keep the trust of fellow employees and the community at large
- o Must be approachable and ready to help fellow employees and the general public

Submit application and resume to Justice of the Peace Office, Armstrong County [\(806\) 553-2860 x2](tel:8065532860) office, by fax to (806) 553-5631. Application may be obtained from the Justice of the Peace Office at the Armstrong County Court House, 100 Trice, Claude, TX 79019.

***** The candidate selected for this position will work full time (40 hours per week + benefits) Start Date of August 2, 2021.**

Training period from July 19th – 30th, 2021

This posting may close at any time once a sufficient number of applications have been received.

Benefits:

- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

8-5 business hours (flexible) 1 hour lunch
Monday to Friday