**Court Clerk – Justice of the Peace, Precinct 3**

Karnes County is accepting applications for the position of Court Clerk – Justice of the Peace, Precinct 3. This position performs clerical duties in Justice of the Peace court. Prepares cases and/or documents, conducts research regarding a case, performs technical duties, prepares for and attends hearings, prepares documentation that results from hearings and provides customer service to the public.

* Greets and assists customers with a variety of tasks to include receipt, verification and proper processing of various documents and records.
* Prepares, issues and processes citations, subpoenas, temporary restraining orders, notices, orders to appear, writs and other documents.
* Indexes and maintains documents, materials and files.
* Utilizes department-specific computer system or data input and retrieval.
* Collects and is responsible for money paid in court costs, fines and fees.
* Performs other duties, special projects and assignments as assigned.

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| **Education** | **Experience** | **License & Certification** | **Testing** | **Other** |
| High school diploma or equivalent | At least 1 year clerical court experience desirable. | Valid Texas Driver’s License | Drug Test | * Other
* Excel
* PowerPoint
* Database Administration
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Submit employment packet including application, resume & references to:

**Karnes County Justice of the Peace, Precinct 3**

**210 West Calvert Street, Suite 130**

**Karnes City, Texas 78118**