

## Court Clerk-Justice of the Peace, Pct. 1

### Initial Selection Criteria:

- ❖ Attends work on a regular and predictable schedule
- ❖ High School diploma or GED equivalent is required
- ❖ Ability to work in a customer service environment is required
- ❖ Preferred work experience using fax machines, scanners, printers and other office equipment
- ❖ Prepares and proofreads correspondence, forms and other documents such as memos, letters and citations using a personal computer
- ❖ Opens, dates and files correspondence, forms and documents
- ❖ Must be able to work in an environment with little or no supervision
- ❖ Bilingual (English/Spanish) skills preferred
- ❖ Must be detailed oriented and have excellent organizational skills
- ❖ Attend court hearings

### Knowledge Skills Abilities:

- ❖ Knowledge of internet usage
  - ❖ Knowledge of computers
  - ❖ Ability to communicate verbally and in writing
  - ❖ Ability to maintain effective working relationships with others
  - ❖ Ability to complete required work within specified deadlines
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