



**POSITION AVAILABLE**

**Job Title:** Part-Time District Clerk's Assistant  
**Department:** District Clerk's Office  
**Annual Salary:** \$14.00 per hour (20-30 hours per week)  
**Application Period:** February 21, 2020 – until filled

**Job Summary and Principal Duties:**

The Assistant facilitates the efficient operation of the District Clerk's Office by performing a variety of clerical and administrative tasks in both civil and criminal matters in accordance to department procedures and statutory relations with high attention to detail and accuracy. This position is in contact with and requires positive working relationships with the public, county officials and county employees.

**Duties/Responsibilities:**

- Answers and transfers phone calls, screening when necessary; Welcomes and directs visitors and clients; Maintains filing systems as assigned; Responds to and resolves administrative inquiries and questions; Coordinates and schedules travel, meetings, and appointments for managers or supervisors; Maintains office supplies and coordinates maintenance of office equipment; Performs other related duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills; Excellent interpersonal, customer service and multi-tasking skills; Expert in Microsoft Office Suite or related software; Excellent organizational skills and attention to detail; Intermediate understanding of clerical procedures, equipment and systems; Bilingual (Spanish/English) preferred; Ability to work independently.

**Education and Experience:**

- High School Diploma required; some college or college degree in related field preferred; Two years of experience in an administrative role.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer; Must be able to lift up to 25 pounds at times; Pre-employment drug test and physical required.

***Only applicants meeting the qualifications listed above need apply:***

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