

**JOB REQUIREMENTS/DUTIES  
PALO PINTO COUNTY DISTRICT CLERK'S OFFICE**

Intake and set up of all new criminal and civil cases

Maintain child support records

Courteous and efficient customer service for attorneys and the public

Maintain a professional, cooperative working relationship with your co-workers, other county offices, outside agencies, and the public (a MUST)

Review and verify information, sort, assemble and organize materials, route and deliver documents to appropriate parties

Perform a wide variety of complex, responsible and confidential administrative secretarial and clerical duties.

Minimum of five years' experience is preferred.

Knowledge of NetData, Microsoft programs and Excel is a plus.

Dress and act in a professional manner

Maintain STRICT confidentiality rules (a MUST)

Receive and screen a high volume of telephone calls, visitors and emails, respond to sensitive requests for information and assistance in a timely manner

Think through and problem solve independently

Take instruction and follow chain of command

Work 8:00 am to 4:30 pm Monday thru Friday

High school Diploma

Legal background

Detail oriented (Accuracy is a MUST)

Read and write the English language

Be able to be bonded

Type at least 30 wpm

Multi-task in a high-paced environment

Positive attitude

Perform other duties as assigned

## PHYSICAL REQUIREMENTS

Sit or stand for extended periods

Bend, stoop, and lift at least 50 pounds

Be able to operate assigned equipment and type for extended periods of time

Use hands and arms extensively both seated and standing

Walk up and down stairs

Carry mail across major highway to Post Office

Retrieve and carry files, large books and boxes

Use and access all drawers in a file cabinet

Get up and down out of office chairs frequently