

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

- Extensive knowledge of the legal system, legal documents
- Legal Terminology is preferred.
- Detail oriented (Accuracy is a MUST).
- Intake and set up of all new Criminal, Civil, Tax and Attorney General 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, Efile and Excel are 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.
- 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.