**Village of Jones Creek**

**Municipal Court**

7207 Stephen F. Austin

Jones Creek, TX 77541

(979) 233-1826

**The Village of Jones Creek is accepting applications for the following position:**

**Court Clerk**

Hourly Position

Full-time

8:00 a.m.–5:00 p.m. Monday - Friday

* Assists in administering court proceedings and docketing.
* Prepares, maintains and processes court documents.
* Receive payments, make deposits and update accounts for court.
* Receives, logs and indexes incoming filings, citations and complaints.
* Prepares State and local reports.
* Prepares and maintains appropriate calendars for court proceedings.
* Responds to requests from Municipal Judge, City Prosecutor, Marshal’s Department and others for assistance and information.
* Coordinates court matters with judges, defendants, defense, defense counsel, City Prosecutor, and Marshal’s Department.
* Serves as notary public.

This position requires considerable knowledge of general office procedures; working knowledge of legal language and legal procedures; knowledge of basic bookkeeping practices.

Imperative to be able to effectively communicate on a one-on-one basis with the public; ability to maintain effective working relationships with employees, other departments, officials and the public; ability to maintain accurate records; ability to type and enter data accurately.

**Applications and resumes will be accepted until July 7, 2025 no later than 5:00 p.m.**

Applicants must be able to pass background check & drug screen.

High school diploma or GED required.

College preferred but not required.

Sick leave, retirement & health benefits.

An application is required and can be obtained from City Hall, 7207 F. Austin, Jones Creek, TX or [www.villageofjonescreektexas.com](http://www.villageofjonescreektexas.com), please attach your resume upon submitting: in person or by Email to judge.widner@yahoo.com

***The Village of Jones Creek is an Equal Opportunity Employer***