

**GRIMES COUNTY HUMAN RESOURCE DEPARTMENT  
P.O. BOX 230  
ANDERSON, TEXAS 77830  
(936) 874-4401  
INTERNAL/EXTERNAL COUNTY OPENING**

**JOB TITLE:** Part-time Clerk  
**DEPARTMENT:** Constable #3 & #4  
**GRADE:** 1  
**DATE POSTED:** January 8, 2018  
**CLOSING DATE:** Until Filled

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**BASIC QUALIFICATIONS:**

Applicant must have graduated from an accredited senior high school or have equivalency certificate and must be a least 18 years of age.  
Possess excellent communication skills  
Some experience in legal environment preferred

**RESPONSIBILITIES:**

1. Answer telephones, relay calls and take messages.
2. Direct "walk-in" to appropriate assistance.
3. Prepare court documents monthly.
4. Resolve problems with various legal organizations
5. Responsible for all money received for citations and other court documents and implement proper procedures for total accountability of money to the County Treasurer and County Auditor
6. Any other duties assigned by your supervision.

**SALARY RANGE: \$8.00 - \$14.00**

INTERESTED EMPLOYEE CANDIDATES SHOULD FIRST CONTACT THEIR RESPECTIVE DEPARTMENT HEAD/ELECTED OFFICIAL TO PROCEED WITH THE INTERVIEW PROCESS. THOSE CANDIDATES WHO RECEIVE APPROVAL SHOULD CONTACT PERSONNEL LUCY POPE, TO OBTAIN FURTHER INFORMATION.

Personnel Director  
(Turn applications into the HR Department)



Date

