

WEBB COUNTY

Job Vacancy Posting

JOB TITLE: CIVIL/SMALL CLAIMS CLERK
(Detailed Job Description available upon request.)

DEPARTMENT: JUSTICE OF THE PEACE, PCT. 4

JOB SUMMARY:

Clerk's duties & responsibilities are to process Small Claims, Civil Suites, Evictions and Peace Bond Cases. Process includes entering cases, issuing citations, setting court dates, attending court hearings and preparing judgments.

QUALIFICATIONS:

- Some experience in Court System
- Bilingual
- Computer Knowledge

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Webb County Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, mvr and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SALARY: \$12.65 HR.

CLOSING DATE: APRIL 12, 2010

Applications are available at the Administrative Services/Human Resources Office
1110 Washington St. Suite 204 * Laredo, Texas 78040
Monday — Friday (8:00 a.m. - 12:00; 1:00 p.m. — 5:00 p.m.)

Or On-line at: www.webbcountvtx.gov

All applications must be submitted to Administrative Services office.
You may also call (956) 523-4198 for more information.
Webb County is an Equal Employment Opportunity (EEOC) Employer