

## **JOB ANNOUNCEMENT**

The County of Medina is accepting applications for the position described below:

**JOB TITLE:** Medina County District Clerk's Office – Part Time Position

**GENERAL STATEMENT OF DUTIES:** This is a responsible position, which involves independent judgment. Duties include performing advanced clerical work requiring application of various complex work methods and procedures, familiarity with the laws and regulations controlling the employing department and with departmental functions, policies, and practices.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the clerical procedures involved in processing, recording and preparing complex legal documents, instruments, records and reports related to the operation of both the civil and criminal district courts; knowledge of the Texas Rules of Civil and Criminal Procedure and other related regulations and codes; knowledge of legal English and legal terminology; ability to type accurately and rapidly (preferably at a speed of at least 45 words per minute with few or no errors); ability to operate standard office machines; ability to make complex arithmetic computations rapidly and accurately; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with justices, members of the legal profession, and the general public.

**ACCETABLE EXPERIENCE AND TRAINING:** High school graduation or its equivalent with courses in typing and bookkeeping preferable plus three years progressively responsible experience in the clerical functions of the judicial system; OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**REQUIRED CERTIFICATES AND LICENSES:** Must be bondable.

**CLOSING DATE:** 07/03/2025

Applications will be accepted at the Medina County Human Resource Office between the hours of 8-12 & 1-4 Monday through Thursday and Fridays from 8-12 & 1-3. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resource Office  
1300 Avenue M, Room 130  
Hondo, TX 78861  
(830) 741-6111  
[www.medinacountytexas.org](http://www.medinacountytexas.org)

MEDINA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER