

JOB OPENING IN CAMP COUNTY DISTRICT CLERK'S OFFICE:

Clerical position requires:

Ability to work Monday through Friday every week, from 8 a.m. until 5 p.m., with an hour lunch break

High school diploma and at least three years clerical office experience

Good typing/keyboarding skills, along with general math, spelling, filing and organizational skills

Common computer and technology knowledge including Windows 10, Word, Excel is helpful, email, and the ability to learn our case management system and the Texas Efile system

A very detail oriented person who understands the importance of doing the job properly, able to focus on the task at hand, yet handle interruptions

The ability to work and communicate effectively, verbally and in writing, with judges, attorneys, other county offices, and the public

A courteous, professional, dependable, and cooperative person.

Law office experience and basic knowledge of legal terminology are helpful.

Hourly pay for the rest of 2022 is \$13.83 per hour. Hourly pay in 2023 will be \$14.52, or \$30,207 annually. This position also has excellent benefits, such as retirement, health & dental insurance, 14 paid holidays per year, vacation pay, sick leave, and longevity pay.

Applications may be obtained in the office or on the county's website: www.co.camp.tx.us. Submit applications and resumes to Teresa Bockmon, District Clerk, at campcountydistrict1@yahoo.com, or by fax 903-856-0560, or in person at the office on the second floor of the Camp County Courthouse. Position is open until filled, so **APPLY TODAY!**

CAMP COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.