



LAMPASAS COUNTY, TEXAS  
HUMAN RESOURCES OFFICE

**JOB POSTING**  
**Lampasas County Justice of the Peace Clerk I**

DATE POSTED: 07/27/2022

**OBTAIN and SUBMIT APPLICATIONS: The Justice of the Peace Office, 501 East 4<sup>th</sup> Street, Suite 105**

DEADLINE TO SUBMIT APPLICATIONS: UNTIL FILLED

**POSITION TITLE AND DESCRIPTION: Lampasas County Justice of the Peace Clerk I**

The Clerk I performs specialized clerical, administrative, and secretarial work in an assigned department.

**Examples of Duties:**

- Answers telephone and greet visitors; provides information or refers inquiries to appropriate personnel; routes incoming calls and records messages; responds to emails and faxes as necessary.
- Utilizes computerized data entry equipment and various word processing and file maintenance programs to enter, store, and/or retrieve information; maintains pertinent files and records; scans and copies documents as necessary; ensures files are complete and accurate.
- Processes incoming and outgoing mail, including preparing photocopies and collating materials; distributes mail to appropriate department or employee.
- Balances the cash drawer daily and prepares related reports on a daily and weekly basis.
- Regular and punctual attendance is required.
- Assists the Judge in the courtroom during trials; maintains court records and events.
- Processes and enters information for traffic tickets, evictions, warrants, and truancy paperwork as necessary; processes and enters a variety of court paperwork, including Civil, and Small Claims filings and proceedings.
- Collects court costs and fees.
- Receives and processes filings and hearings for evictions, small claims, justice court suits, Writs, illegal tows, bonds, appeals, and promises to appear in court.
- Administers oaths and affidavits as necessary.
- Calculates and processes exact fines and filing fee amounts; receives and processes payment for fees and fines; handles receipts for money; reconciles cash drawer at the close of each business day; creates related financial reports; completes bank deposits as necessary.
- A Performs other related duties as required.

**Minimum Qualifications:**

High School Diploma or GED and minimum one year of experience in a related field; or an equivalent combination of education and related experience required. Completion of some college level course work preferred. Specific certifications related to the area of assignment may be required for this position.

Minimum pay: \$23,816.00 - \$30,604.73

Eligibility for Benefits: Eligible for full time county benefits, including health and life, optional insurance, retirement, vacation and personal time accrual and holidays.

Hours of Work: Monday - Friday 8:00 a.m. – 5:00 p.m.  
40 hrs. week

409 South Pecan, Suite 209 Lampasas, Texas 76550  
[human.resources@co.lampasas.tx.us](mailto:human.resources@co.lampasas.tx.us)  
512-556-8271 ext 112