

EMPLOYMENT NOTICE

NOTICE is hereby given that Sutton County is accepting applications for a **PART-TIME CLERK** (Regular Employee/29 hours a week) for the Justice of the Peace Office. Regular Part-Time Sutton County employees are eligible for benefits in accordance with Sutton County Policy.

The applicant must have a High School Diploma or General Educational Development (GED) Certificate. It is preferred that the applicant possess computer skills including but not limited to Word, Word Perfect, Microsoft Excel and Operational or Distributed data base management. It is also preferred that the applicant be bilingual, have good organizational skills and be able to maintain a professional demeanor while dealing with the public and co-workers.

If hired applicants will be required to obtain and maintain annual training hours, either in person or Webinars held through the Texas Justice Court Training Center (Texas State University).

Applications may be obtained from the Sutton County Auditors' office and completed applications returned to the Sutton County Justice of the Peace office. Sutton County is an equal opportunity employer!