

POSITION AVAILABLE:

Deputy Court Clerk – The City of Oak Ridge North is accepting applications for a deputy court clerk. The clerk performs a variety of clerical and bookkeeping functions in support of the Municipal Court. Work involves processing tickets and arrest sheets, counting and processing cash received for fines and fees, entering tickets and citations into computer files, noting disposition of tickets and citations, and preparing copies of documents for the record. The clerk will also assist with preparation of court docket, court notifications, and scheduling court appearances. Minimum qualifications are graduation from high school and 1 to 2 years of clerical experience, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be able to use ten key, type 45 wpm. Court Clerk Certification preferred. The successful applicant will be required to attend annual Court Clerks Training School and receive Court Clerk Certification from the Texas Municipal Courts Education Center. A full job description is available at www.oakridgenorth.com. Apply to eharrell@oakridgenorth.com or the City Secretary at 27424 Robinson Road, Oak Ridge North, Texas 77385.

Posted: March 26, 2024