

Part-time Employment Notice

The Waller County District Clerk's Office is taking applications for the position of a Part-time Clerk. Applications are available in the District Clerk's Office, 836 Austin Street, Rm 318, Hempstead, Texas 77445 or on the Waller County website at www.co.waller.tx.us.

Applicant Must:

- Have a High School Diploma/GED
- Good Computer and Data Entry Skills
- Good Personal interactive and Organizational Skills
- Ability to deal Effectively with the public, other county employees, elected officials and Co-workers
- Willingness to train and work in any area of office as needed.

Responsibilities Include:

Maintains Confidentiality and Security of Legal Documents and courtroom Proceedings; Inputs data into Computer systems; Answers incoming telephone calls and assists and responds to Public, attorney or County Inquiries or directs to appropriate person. Support and Assist office staff as needed.

Applications Accepted until November 15, 2016

Waller County is an equal Opportunity employer and does not discriminate based on race, color, religion, age, sex or handicap.