



# MARILYN BURGESS

HARRIS COUNTY DISTRICT CLERK

Direct Dial Line:  
832-927-5730

## JOB POSTING

*JOB POSTING NUMBER: 2376*

**JOB TITLE:** Assistant Court Clerk

**HOURS:** Monday-Friday  
8:00 a.m. - 5:00 p.m.

**DIVISION:** Criminal Division  
Criminal District Courts  
County Criminal Courts

**SALARY:** \$16.00 - \$18.00/ Hourly  
\$2,773.33 – 3,120.00/Monthly  
Salary is based on 26 pay periods  
Commensurate with skills; plus  
benefits

### JOB DESCRIPTION:

Makes and maintains an accurate, permanent record of all court proceedings, and issues all process emanating from the Court. Acts as liaison between the District Clerk and the Court. Strives to achieve optimum efficiency and to accomplish the goals of the District Clerk's office, as outlined in the organizational Strategic Plan and Mission Statement.

### QUALIFICATIONS:

- High school diploma or GED equivalent required.
- No prior conviction for any felony or crime of moral turpitude.
- Basic knowledge of MS Outlook.
- Must be able to work independently with minimal supervision.
- Must be able to follow directions from judges, managers, and supervisors.
- Must be able to manage stress, work in a fast paced environment, and handle multiple tasks at once.
- Must be able to organize and prioritize work and must be detail oriented.
- Must demonstrate professionalism and maintain confidentiality when required.
- Must be able to work overtime without prior notification including correcting problems after normal business hours, which may require returning to the job site.
- Must possess clear and legible handwriting.
- Must be able to type 40 words per minute.
- Must be able to communicate clearly and effectively.
- Must be eligible for employment in the United States.
- Testing will be required.

**CLOSING DATE: Monday, April 19, 2021 @ 4:30 p.m.**

*Upon receiving a conditional offer of employment, all applicants are screened for the presence of illegal drugs. The Harris County District Clerk's Office has an employment-at-will policy*