

**JOB REQUIREMENTS/DUTIES
PALO PINTO COUNTY DISTRICT CLERK'S OFFICE**

Intake and set up of all new criminal and civil cases
Maintain child support records
Courteous and efficient customer service for attorneys and the public
Dress and act in a professional manner
Maintain STRICT confidentiality rules
HEAVY phone contact
Think through and problem solve independently
Take instruction and follow chain of command
Work 8:00 am to 4:30 pm Monday thru Friday
High school Diploma
Legal background
Detail oriented (accuracy is a MUST)
Read and write the English language
Be able to be bonded
Type at least 30 wpm
Multi-task in a high-paced environment
Positive attitude

PHYSICAL REQUIREMENTS

Sit or stand for extended periods
Bend, stoop, and lift at least 40 pounds
Use hands and arms extensively both seated and standing
Walk up and down stairs
Carry mail across major highway to Post Office
Retrieve and carry files, large books and boxes
Use and access all drawers in a file cabinet
Get up and down out of office chairs frequently