



# Madison County

## Job Posting

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**Job Title:** Clerk I

**Department:** Criminal District Attorney's Office

**Rate of Pay:** \$10.50/hour - \$14.65/hour, not to exceed.

**Posting Date:** November 9<sup>th</sup>, 2021

**Closing Date:** Until position is filled

**Basic Qualifications:**

- Must be a self-starter with ability to handle multiple tasks
- Good organizational and people skills
- Must agree to a criminal background check and provide references
- One to two years of increasing responsible secretarial and clerical experience
- Additional specialized secretarial or clerical training is desirable
- Must have excellent typing, computer, and phone skills
- Must be skilled in the use of general office equipment
- Knowledge of Microsoft Office 2016, Excel, and PowerPoint is required
- Knowledge of Basic Texas Criminal Procedure and Criminal Law is preferred

**Examples of Responsibilities:**

- Required to E-File all documents for County Court, District Court, and all other Criminal Matters
- Building, maintaining, and sorting of files
- Preparation of legal documents
- Collection and posting of incoming funds
- Scanning and copying of files and discs for Discovery
- Answering all incoming calls
- All other duties assigned by supervisor

**Application Process:** Applications may be requested at the Madison County District Attorney's Office, or downloaded by visiting the Madison County website at [www.co.madison.tx.us](http://www.co.madison.tx.us).

**Return Applications and Resume To:**

- Madison County District Attorney's Office  
101 W. Main Street, Room 207  
Madisonville, Texas 77864
- [E-mail] [MCDA@madisoncountytexas.org](mailto:MCDA@madisoncountytexas.org) – Please reference 'Employment Application' in the subject line and ensure contact information is provided.

**Madison County is an Equal Opportunity Employer.**