



Madison County

Job Posting

Job Title: Clerk I

Department: Criminal District Attorney's Office

Rate of Pay: \$12.50 per hour, not to exceed

Posting Date: October 1, 2019

Closing Date: Until position is filled

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OCT 03 2019

BY Susanne Morris County Clerk
DEPUTY, MADISON COUNTY, TEXAS

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
- 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.

Return Applications and Resume To:

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

Madison County is an Equal Opportunity Employer.