

	LIBERTY COUNTY JUSTICE OF THE PEACE #6 JUDGE FULLER
<p><b>JOB TITLE:</b> CLERK</p> <p><b>LOCATION:</b> CLEVELAND</p> <p><b>HR CONTACT:</b> DEBBIE DEAN</p> <p><b>POSITION TYPE:</b> PART TIME</p> <p><b>POSTING EXPIRES:</b> WHEN POSITION IS FILLED</p>	<p><b>ORIGINAL APPLICATIONS ACCEPTED BY:</b> MAIL OR IN PERSON</p> <p>JUDGE RALPH FULLER JUSTICE OF THE PEACE #6 304 CAMPBELL STREET CLEVELAND, TX 77327</p> <p><b>JOB DESCRIPTION:</b></p> <p><b>ROLE AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• ANSWER TELEPHONE, DIRECT CALLS, TAKE AND RELAY MESSAGES</li> <li>• PROVIDE INFORMATION TO CALLERS AS NEEDED</li> <li>• RECEIVE, DOCUMENT, AND ENTER NEW CASES</li> <li>• MUST BE FAMILIAR WITH MICROSOFT WORD (WORD, EXCEL, ACCESS, ETC)</li> <li>• PROVIDE GENERAL ADMINISTRATIVE AND CLERICAL SUPPORT.</li> <li>• MUST BE FRIENDLY, POLITE, AND PROFESSIONAL.</li> <li>• ABILITY TO HANDLE SENSITIVE AND CONFIDENTIAL MATTERS.</li> </ul> <p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• HIGH SCHOOL GRADUATE OR EQUIVALENCY</li> <li>• STRONG COMPUTER SKILLS</li> <li>• EXCELLENT PEOPLE AND COMMUNICATION SKILLS</li> </ul> <p><b>PREFERRED SKILLS:</b></p> <ul style="list-style-type: none"> <li>• SPANISH SPEAKING</li> </ul>