

LYNN COUNTY JOB POSITING

JOB TITLE- PART-TIME Justice Court Clerk

Duties include but not limited to filing and organizing records, collections, fielding inquiries from various offices and the public.

Skills required include but not limited to excellent oral and written communication skills, time management, decision making and customer service skills. Must have basic knowledge of computer skills and Microsoft Office.

Applications may be picked up at the Justice of the Peace, Pct. 1 Office, 905 Lockwood, and should be submitted back to same office or mail to P.O. Box 237, Tahoka, TX 79373.

Lynn County is an equal opportunity employer.