



## **Brewster County Clerk**

### **Part Time Clerk Position**

#### **Position Summary:**

A Clerk uses automated tools to complete the tasks assign to them within the Brewster County Clerk's Office.

#### **Required Knowledge and Skills:**

Case Management Systems, Court Recording Software, Office Computer Systems. Ability to create and maintain court dockets and assist during Courtroom proceedings. Preparation of legal documents, maintaining case files, understanding court policies. Also, general assistance of customers, answering phones, and other day to day office procedures.

#### **Qualifications:**

High School Diploma or GED

#### **Compensation:**

The Brewster County Deputy Clerk is an employee of Brewster County. Therefore, the employee must understand and abide by the Brewster County Handbook. Position pays up to \$14 per hour and approximately 25 hours per week. Salary based on experience.

Position is open until filled. For copies of job description and application please visit our website at [www.brewstercountytexas.com/employment](http://www.brewstercountytexas.com/employment) or apply in person with the Brewster County Clerk's Office.

Please submit application and resume to the Brewster County Clerk, Berta Rios-Martinez, @ 201 W Ave E, Alpine, TX 79830 or [bmartinez@co.brewster.tx.us](mailto:bmartinez@co.brewster.tx.us)