

## **JOB OPPORTUNITY**

### **CHIEF DEPUTY JURY ADMINISTRATOR**

Full-time position wanted in the District Clerk's office of Bandera County. Individual will be responsible to the District Clerk.

Job requires (but not limited to) an individual with above average clerical and organizational skills, communication skills (verbal and written), computer literate preferred, working knowledge of rules and statutes governing the duties of the District Clerk's Office. Preferred (but not required) 2 years' experience in clerical functions of the judicial system and at least 1 year in a District Clerk's office; OR any equivalent combination of experience and training which provides the required knowledge, skills, and abilities; Must be a high school graduate or have GED equivalent.

The job regularly requires sitting, ability to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, crawl, climb or balance. Frequently lift up to 40lbs. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception and ability to focus.

Applications may be obtained from the District Clerk's Office, HR Department or on county website [www.banderacounty.org](http://www.banderacounty.org) under HR tab and submitted to the District Clerk located at 3360 State Hwy. 173 N., Suite 100 in Bandera, Texas Monday through Friday, between the hours of 7:30 A.M. and 12:00P.M. and 1:00 P.M. and 4:30 P.M. Completed applications can also be returned to the Human Resources Office at 1207A Pecan, Bandera, TX.

**Deadline for accepting applications will be Tuesday, May 31, 2022.**

**Bandera County is an equal opportunity employer.**