

## ASSISTANT ADMINISTRATIVE POSITION

The Justice of the Peace Pct.1 is seeking a part time Assistant Clerk position 15-29 hrs. per week. The clerk will support the Justice of the peace and Administrative which involves maintaining variety of records, files, and reports, managing court documents answering inquiries from court officials and the public. Responsible for daily collections of fees, fines, court costs, etc. Applications may be picked up at the Justice of the Peace Office or located on the Presidio County web site. Position open till filled.

### General Requirements

- Must be at least eighteen (18) years of age.
- Must have at least a high School Education
- Have not been convicted of a misdemeanor theft or felony.
- Must consent to background checks.
- Must meet continuing education requirements including overnight travel.
- Must be Bilingual in English and Spanish.
- Must be a U.S citizen.