

9904

NEWTON COUNTY EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DATE: 12-16-2025

POSITION: PART TIME J.P. PCT. 2 CLERK (29 HOURS A WEEK)

REQUIREMENTS:

- *MUST HAVE A HIGH SCHOOL DIPLOMA OR GED
- *MUST BE AT LEAST 18 YEARS OF AGE
- *MUST BE ABLE TO PASS A DRUG TEST, IF ASKED
- *BACKGROUND CHECK AND FINGERPRINTING
- *IN CLASS TRAINING (OUT OF TOWN AND SOME OVERNIGHTS)
- *MUST KEEP ALL COURT INFORMATION CONFIDENTIAL

DUTIES: INCLUDES BUT, IS NOT LIMITED TO:

- *ANSWERING THE TELEPHONE IN A PROFESSIONAL MANNER
- *PRINTING RECEIPTS FROM THE COMPUTER
- *ENTERING TICKETS ON THE COMPUTER
- *BASIC AND OFFICE SECRETARIAL SKILLS
- *FILING PAPERWORK FOR VARIOUS CIVIL CASES

RATE OF PAY: \$18.00 PER HOUR

REPORTS TO: JUSTICE OF THE PEACE, PCT. 2 – CARLA BROOKS

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To be considered, please make sure that the Treasurer's Office receives a completed and updated application for our files.

POSTED

DEC 16 2025

TIME

BY:

SANDRA K. DUCKWORTH, COUNTY CLERK