
COUNTY OF



FAYETTE

Kyle Hartmann
Justice of the Peace, Pct 1

1646 North Jefferson
La Grange, Texas 78945

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Position Announcement- Fayette County Justice of the Peace Pct. 1 Court Clerk/Bond Condition Manager

Job Title: Justice of the Peace court clerk / Bond condition manager

Job Description: This is a dual position. Lends administrative support to the Justice of the Peace office, serves general public, ensures compliance of pre-trial bond conditions, handles and maintains documentation

Hours: This is a full time position. Regular business hours are Monday-Friday 8 A.M. to 5 P.M. with a lunchbreak from 12-1 P.M.

Pay: \$15-\$18 per hour depending on qualifications and experience

Benefits: Eligible for all benefits offered to Fayette County full-time employees. Including retirement and health insurance.

Job Requirements: High School diploma or equivalent. Ability to type 35 wpm or 70 kspm. Ability to operate office equipment. Knowledge of computer applications and standard word processing software. Ability to enter data. Knowledge of criminal justice system. Ability to communicate effectively, orally and in writing, organize, plan, and process work, and establish and maintain effective, working relationships with employees and the general public. Ability to make decisions in accordance with established policies and procedures. Physical/Environmental Requirements: Standard office environment. May require prolonged kneeling, sitting, standing, walking, and the ability to lift and carry files, boxes, and other materials up to 25 lbs., unassisted. Ability to communicate in Spanish is desirable.

Applications may be found online at <https://www.co.fayette.tx.us/page/fayette.Jobs.Openings> or in person at the Fayette County Justice of the Peace Pct. 1 office at 1646 North Jefferson La Grange, Texas 78945. Applicants should submit a resume along with their application in person at 1646 North Jefferson La Grange, Texas 78945 or by email to jp1@co.fayette.tx.us. Fayette County is an equal opportunity employer.

Applicants must complete an application for employment and pass a drug screen to be considered for employment.