

LLANO COUNTY JOB OPPORTUNITY

JOB TITLE:	Court Clerk	JOB CATEGORY:	Admin Support
Department:	Justice of the Peace, Pct. 3	Posting expires:	Open until filled
Location:	8347 RR 1431, Buchanan Dam, Tx	Background Check:	Required
Hourly Rate:	\$17.42	Benefits:	Retirement with TCDRS
Opening Date:	May 1, 2026		
Position Type:	Part Time		
Date Posted:	04/06/2026		

HOW TO APPLY: WWW.LLANOCOUNTY.GOV, EMPLOYMENT OPPORTUNITIES

Email

nevlon@co.llano.tx.us

HR Office

100 W. Sandstone, Suite 100B,
Llano, Texas 78643

JOB DESCRIPTION SUMMARY:

The Justice Court clerk provides administrative support to the Justice Court system. Duties include, but not limited to:

- Process payments of fines, fees, judgements, court orders and warrants
- Set up new cases and process new cases to include, evictions, small claims, debt claims and landlord repair
- Process citations from law enforcement
- Maintain court docket and schedule court cases
- Maintain and balance cash drawer on a daily basis; reconcile and complete monthly collections report
- Provide customer service and work with attorneys, defendants and county departments by email, fax, or in person
- Other duties as assigned

Qualification and Education Requirements

- High School Diploma or GED
- Level 1 Court clerk or the ability to obtain certification
- Valid Class C Driver License

Preferred Skills

- Must have knowledge of the Penal Code, Code of Criminal Procedure, Texas Motor Vehicle Laws, Texas Alcohol Beverage Code, Texas Education Code and Texas Parks & Wildlife
- Accurate Data Entry
- Must have strong communication skills both oral in writing

Working Conditions

- Required to sit for long periods of time
- Must be able to lift (1) one box of paper
- Low to moderate noise level
- Exposure to computer screens for long periods of time
- Office environment setting

Llano County is an Equal Opportunity Employer

CONTACT:

Judge Deb Edwards

PHONE NO:

512-793-2016