

LLANO COUNTY JOB OPPORTUNITY

JOB TITLE: Justice Court Clerk P-T

JOB CATEGORY: Administrative

Department: JP3

Posting expires: Open until filled

Location: 8347 RR 1431, Buchanan Dam, TX

Background Check: Required

Hourly: \$17.42

Benefits: Retirement with TCDRS

Opening Date: 07/27/2026

Status: Non-Exempt

Position Type: Part Time

Date Posted: 07/27/2026

HOW TO APPLY: WWW.LLANOCOUNTY.GOV, JOB OPENINGS, APPLICATION FOR EMPLOYMENT

Email

nlevlon@llanocounty.gov

HR Office

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

JOB DESCRIPTION SUMMARY:

FOR QUESTIONS CONTACT: DEB EDWARDS 512-793-2016

The Justice Court Clerk P-T provides administrative support to the Llano County court system. Duties include, but not limited to:

- Maintain court calendar and schedules court cases.
- Maintain and balance cash drawer daily.
- Review and responds to correspondence from defendants, attorneys, citizens, law enforcement and the Judge.
- Process citations from law enforcement officers.
- Prepare warrants for issuance by the Judge.
- Process civil cases including evictions, small claims, debt claims, landlord repair and remedy.
- Performs other job-related duties as assigned.

Qualifications

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

Knowledge and 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 Park & Wildlife laws
- Accurate Data Entry
- Must have strong communications skills both oral and in writing
- Must have excellent reading comprehension and basic knowledge of computers

Working Conditions and Physical Demands

- 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