



Job Title: Part-time File Clerk

Job Summary: The 118th District Attorney's Office is responsible for prosecuting felonies in Howard, Martin, and Glasscock Counties. This position involves extensive filing, data entry, creating discovery materials for defense attorneys, electronic processing of case closures, answering the telephone, preparing the Grand Jury room prior to meetings, screening petit jury lists for criminal history, running errands, some light housekeeping, and performing miscellaneous tasks delegated by staff.

Qualifications: Applicant must be 18 years of age or older, must have experience with Microsoft Word and other commonly used office software and equipment, experience with emailing with attachments, knowledge of alphabetizing, indexing, and filing methods. Applicant must also demonstrate ability to retain confidential information, be detail oriented and self-motivated, have legible penmanship, and be able to dress appropriately for a professional environment.

Physical Requirements: Applicant must be able to lift and carry up to 30 lbs. of office files, push and pull loaded carts weighing up to 150 lbs, stand or sit for prolonged periods of time, and frequently bend, kneel, squat, and reach above the shoulders.

Salary and Benefits: \$15.74 per hour, up to 29 hours per week. Paid 4 hours per holiday. Retirement plan included. Flexible working hours.

Employment is contingent upon passing a background check.

How to Apply: Please submit a resume and a minimum of 3 references to:

Lindsay Wilkerson, Assistant District Attorney

Lindsay.wilkerson@howardcountytexas.com

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