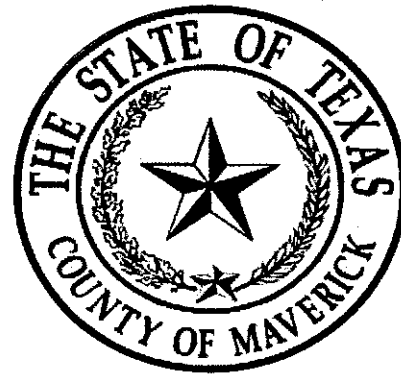


Maverick County
Human Resources Department

370 N Monroe Street Ste 2
Eagle Pass, TX 78852-4528
Office: 830-752-4489



VACANCY ANNOUNCEMENT

DATE: January 16, 2025

POSITION: Court Notice and E-Filing Assistant (Temporary)

SALARY: \$15.00 p/hr.

JOB SETTING: 293rd District Court

Effective Year: Fiscal Year 2024-2025

PREREQUISITES: High School Diploma or Equivalent

Proficient in Word

Basic computer skills and familiarity with office software

Excellent organizational and prioritization skills

Strong note taking abilities

Ability to work independently

Coachable and able to learn new task quickly

Ability to remain at a desk for an extended period of time

Strong interpersonal skills and professional demeanor

DEADLINE: Until Position Is Filled

INTERVIEW: To Be Announced

APPLY TO: Human Resources Department

Jesus Sanchez
Human Resources Director

SEE ATTACHED

Temporary Position Available: Court Notice and E-Filing Assistant

The 293rd Judicial District Court is seeking a temporary employee to assist with the coordination of court notices and e-filing for a period of 3 months. The successful candidate will work closely with the Court Coordinators and may assist with additional duties as needed.

Responsibilities:

- Create court notices of hearing using Word and Adobe
- E-file documents through Texas E-File
- Assist with organizing case files and documentation
- Take detailed notes as needed
- Collaborate with coordinators and other court staff
- Perform occasional administrative tasks as requested

Required Skills and Qualifications:

- Proficiency in Word
- Basic computer skills and familiarity with office software
- Excellent organizational and prioritization skills
- Strong note-taking abilities
- Ability to work independently and as part of a team
- Coachable and able to learn new tasks quickly
- Ability to remain at a desk for extended periods of time
- Strong interpersonal skills and a professional demeanor

Schedule and Compensation:

- Pay: \$15 per hour
- Schedule: Full-Time, Monday through Friday, 8:00 AM to 5:00 PM

Other:

- Must work well with others and be able to serve the Judge and staff with a positive attitude.