

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Human Resources Office at 900 S Polk, Suite 705, Amarillo, TX 79101. The following requirements and qualifications are necessary to apply for the position:

JOB TITLE **CHIEF COURT CLERK**

SKILLS REQUIRED: Must have Six (6) month experience in Courts System
Type 65 WPM
Ten key by touch
Computer & data entry experience
Ability to handle heavy work load
Ability to follow procedures set out by statutes & office policy
Ability to work well with the public
Good organizational skills
Must have good telephone etiquette.
Must have G.E.D. or High School equivalent, some experience preferred.
Bilingual in Spanish is preferred

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to: Standing, Sitting, Reaching, Lifting, Listening, Writing, Stooping, Reading, Bending, Carrying, Filing, Typing

MENTAL ACTIVITIES REQUIRED: Including but not limited to: Calculate, Coordinate, Estimate, Evaluate, Inspect, Instruct, Organize, Plan, Read, Sort, Compare, Detect, Problem Solve.

STARTING SALARY: \$3,500 per month DOE

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

“POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES.”