

The 21st Judicial District Attorney's Office – Burleson County

INTAKE CLERK

The 21st Judicial District Attorney (covering Washington and Burleson Counties in the Brazos Valley) is seeking a full time Intake Clerk for the Burleson County Office located in Caldwell, Texas.

Requirements include but not limited to:

- Ability to Handle Variety of Tasks and Attention to Detail
- Ability to Work with Public
- Computer Skills to Include Word & Excel
- Answer Phone Calls
- General Office Procedures
- Professional Attitude and Effective Communicator
- Legal Experience a Plus
- High School Graduate or GED Required

**APPLICATIONS ARE AVAILABLE
AT AND RETURNABLE TO
Human Resources Office
Washington County Annex Building
105 West Main St., Suite 101 • Brenham, Texas
www.co.washington.tx.us**

Equal Opportunity Employer