

Washington County

The 21st Judicial District Attorney's Office

INTAKE CLERK

Necessary qualifications and duties include but are not limited to:

- Ability to Handle Variety of Tasks and Attention to Detail
- Ability to Work with Public
- Computer Skills to Include Word and Excel
- Answer Phone Calls
- Greet Visitors
- General Office Procedures-Including Filing, Data Entry, Ordering Supplies and Documents, Drafting Letters, etc.
- Professional Attitude and Effective Communicator
- Legal or Criminal Justice Experience Preferred
- Bilingual-Spanish Preferred
- High School Graduate or GED Required
- Deadline for Applications is August 16, 2021

Hourly rate commensurate with qualifications and experience. Benefits include health insurance and retirement.

APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO

Human Resources Office
Washington County Annex Building
105 West Main, Suite 101 • Brenham, Texas
Email: hr@wacounty.com • www.co.washington.tx.us

Equal Opportunity Employer