



## JOB OPENING NOTICE

**Burleson County Justice of the Peace Pct #4 in Somerville, is now accepting applications for a part-time Justice Court Clerk position.**

**Persons must have a high school diploma. Must be have proficient computer skills. Applicants must be self-motivated, able to efficiently multitask, & have good people skills. Knowledge and experience with court software is a plus.**

**All applicants will need to be able to pass a criminal background and have a clean driving record.**

**Applicants may apply in person at the Burleson County Treasurer's Office on the 4<sup>th</sup> floor of the courthouse.**

**Applications are also available at**

**<https://www.burlesoncountytexas.gov/page/gov.treasurer.employment>**

**Completed applications can be emailed to**

**[ssmith@burlesoncounty.org](mailto:ssmith@burlesoncounty.org) or bring to the Treasurer's Office.**

**Applications will be accepted until position filled.**

Posting Date: March 16, 2026

Closing Date: When position filled