



## **JOB POSTING**

The Burleson County Attorney's Office has a full-time job opening for:

### **CIVIL CLERK/OFFICE ASSISTANT**

The job duties include managing, organizing and assisting on:

- CPS cases
- Hot check cases
- Purchase Orders
- Travel and Conference Arrangements
- Victim assistance on restitution etc.
- Misc intake and Court assistance

The Civil Clerk will attend and assist with Court as well as assisting other departments. Professionalism and punctuality are a must. Office confidentiality is a must.

The hours are Monday-Friday 8:00-5:00. The position also involves working closely with other office staff as well.

The ideal candidate will possess:

- Basic knowledge of court rules & filing procedures;
- Ability to multi-task and take initiative on projects with little supervision;
- Excellent word processing skills in Word, Microsoft Outlook;
- Excellent writing, grammar, proofreading skills and overall attention to detail;
- Strong calendaring skills;
- Well organized and able to prioritize in a fast paced environment; must be able to multi-task, possess excellent communication skills (written and oral) and be able to work in a team environment.

Position includes full county benefits. Salary based on skills and experience.

Apply in person at the Burleson County Treasurer's office or fill out an application from the county website at <https://www.burlesoncountytexas.gov> and email it to the County Treasurer's Office at [ssmith@burlesoncounty.org](mailto:ssmith@burlesoncounty.org). Please include a cover letter and resume.

Posting date: 05/01/2026

Closing date: when position is filled