

JOB OPENING NOTICE

Burleson County District Clerk's Office

Job Opening: July 17, 2026

Job Closing: When Position Filled

Full-Time Position: Deputy District Clerk/Compliance Officer for District Court

Job Description: Your main duty will be as a Compliance/Court Collections Officer and all duties that pertain to this position. The following are other duties in the District Clerk's Office: Other Duties may include assist with filing, general office assignments, working the mail and helping with customer requests along with record keeping and maintaining record management preservation of any and all records.

Education and Experience: Must have a High School diploma and 2 years of responsible clerical experience to include familiarity with legal procedures, terminology, and the court system. Must be self-motivated and be able to work in a fast pace, multi task in an ever changing work environment. You must be computer literate (Data Entry, Excel and Microsoft Word), with excellent communication and customer service skills.

Applications may be obtained online through the Burleson County Website or picked up and returned back in to the Treasurer's Office along with a resume with references.