

Employment Opportunity:

Part Time: Justice of the Peace Court Clerk

23 hours per week

Deadline: June 30th, 2025

Location: Cochran County Courthouse

100 North Main Rm. B-4, Morton, Texas 79346

Key Roles:

Confidentiality

Computer Software Data Entry

Document Management

Courtroom Support

Financial Intake/ Disbursement

Positive Public Interaction

Required Skills / Qualifications:

High School Diploma

2 years clerical experience

2 years Experienced Computer/ Technology skills

Basic knowledge of office/court procedures

Must live within a 30-minute radius to office

Further job Description can be found online at

<https://www.co.cochran.tx.us/page/cochran.Jobs.Openings>

To Apply:

Please email cover letter and resume to scavezuela@co.cochran.tx.us .

Wage based on experience, Cochran County is an Equal Opportunity Employer.