

WEBB COUNTY Job Vacancy Posting

JOB TITLE: Law Clerk

DEPARTMENT: Webb County 341st District Court

JOB SUMMARY: The law clerk is an assistant to the Judge and has no statutorily defined duties. Rather, the clerk serves at the direction of the Judge and performs a broad range of functions. Law Clerks are usually assigned legal research, drafting, editing, proofreading, and verification of citations.

QUALIFICATIONS:

Education Required: Law School Graduate;
Preferred: licensed to practice law in Texas

Experience: Preferred: Legal, administrative and/or managerial skills
Required: Technical mastery at research and computer skills.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30 lbs

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current driver's license.
- Webb County Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, MVR and criminal background checks are required.
- This position is not covered by Civil Service; however is subject to Webb County Policies.

SALARY: Depending on qualifications, up to \$78,000.00

CLOSING DATE: The position will remain open until filled.

Applications are available

On-line at: www.webbcountytx.gov

All applications must be submitted to Judge Elma T. Salinas Ender, 341st District Court,
Webb County Justice Center, 1110 Victoria St., Suite 302 (physical)

Or P. O. Box 6282, Laredo, Texas 78042-6282; or emailed to: 341st@webbcountytx.gov

You may also call (956) 523-4329 for more information.

Webb County is an Equal Employment Opportunity (EEOC) Employer