

The Gonzales County Attorney's Office is seeking an individual to fill the position of Intake Clerk/JP Court Coordinator. This individual should be self-motivated, able to handle multiple caseloads, and deadlines. Good communication and organizational skills are necessary. The position requires proficiency with Microsoft Office, email, and Adobe Acrobat. The job consists of reception duties, receiving cases from law enforcement agencies and making files and creating cases in Odyssey Case Management System, communication with attorneys on a daily basis, and attending court hearings. Other office tasks could be added as needed. Starting pay is \$20.00/hour with a 90-day probationary period. Bi-lingual is a plus. Background check.