

Hiring Hamilton County Justice of the Peace Office

This Full Time (40 hours per week) position performs a variety of clerical and administrative tasks. Requires knowledge of computers with proficiency in Windows/Microsoft environment, and a working knowledge of customary office equipment, including but not limited to copying, scanning, answering multiple phone lines, and typing. Must be a good problem solver with excellent oral and written communication skills. Bilingual a plus.

Applications are available on the Hamilton County website or in the Treasurer's Office, Hamilton County Courthouse, 102 N. Rice Suite 104.

Applications will be accepted 8:00-4:00 in the Justice of the Peace's Office or in the Treasurer's Office until position filled.