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Hood County TX hiring: Clerk — Justice of the Peace Pct. 3 — \$39,515/year; open until filled

Filed October 5, 2026 · Notice Nearby publisher desk · Hood County R273

Official apply: https://www.hoodcounty.texas.gov/job_detail_T11_R273.php

Also on ZOST Help Wanted: ZW-GOV-HOOD-R273 — <https://zost.app> — listing https://zost.app/adverts/cadv_gov_hood_tx_R273. ZOST is Record of Sale LLC's help-wanted board for this Hood County opening.

If your idea of a good morning is a docket, a notary stamp, and a phone that never stops ringing, Hood County's Justice of the Peace Pct. 3 court clerk opening may be calling your name — politely, and on the record.

Hood County, Texas, lists Clerk under Justice of the Peace, Pct. 3 on the official county employment page. Record id R273. Employment type: Full-Time. Pay as published: \$39,515.00 per year. Closing: Until Filled.

Definition (from the county class specification): Performs clerical duties in Court of Law, prepares docket or calendar of cases to be called in precinct; secure information for judge and instructs parties when to appear for court; schedules appointments, gives information to callers; performs necessary minor administrative tasks, and business details; administers oath to witnesses, collects court fee or fines and records amounts collected. Stay abreast of laws, legislation, and policies within the realm of the Justice of the Peace Court.

Examples of duties from the official posting include: Provide procedural instruction to public by phone or in person on criminal and civil matters including deed restriction suits.; Document all phone conversations regarding criminal and civil matters.; Compose or assist in the composition of court documents.; Schedule court hearings for the Justice of the Peace.; Assist in the processing of civil court files, criminal court files, bond forfeitures, FTA..

Eligibility / qualifications (from the official posting, abbreviated): Must be able to effectively operate a variety of office equipment including: personal computer spreadsheet and word processing programs, computer storage and retrieval systems, calculator, fax and typewriter.; Must be able to communicate effectively in English with

supervisors, co-workers, and general public.; Must be able to meet and deal effectively with the general public.; Work... Read the full class specification on the county site before you apply.

How to apply: use the official Hood County job detail page and the linked Application packet. Official job detail (primary .gov source): https://www.hoodcounty.texas.gov/job_detail_T11_R273.php. Application packet: <https://hoodcountytexas.documents-on-demand.com/document/0d9d951b-0825-ef11-a407-000c29a59557/Application%20Packet%206-7-2024.PDF>. County jobs list:

https://www.hoodcounty.texas.gov/departments/personnel/employment/current_opportunities.php.

Hood County hub on Notice Nearby: <https://noticenearby.com/tx/hood>. This paper summarizes a public county job posting for readers. It is not a legal notice and not Legal Publication. Always read the full posting on hoodcounty.texas.gov before applying. Notice Nearby and ZOST do not accept applications or résumés.

Employer and title

Employer: Hood County, Texas. Department: Justice of the Peace, Pct. 3. Title: Clerk. County record: R273.

Pay and closing

Pay as published on the county jobs list: \$39,515.00 per year. Type: Full-Time. Closing: Until Filled. Listed/posted: 10/05/2026, 1:57pm.

Eligibility

From the official detail page: Must be able to effectively operate a variety of office equipment including: personal computer spreadsheet and word processing programs, computer storage and retrieval systems, calculator, fax and typewriter.; Must be able to communicate effectively in English with supervisors, co-workers, and general public.; Must be able to meet and deal effectively with the general public.; Work...

This is an open county recruitment on the public jobs board (not marked promotional-only on the list page). Confirm any license, notary, education, or experience requirements on the official posting.

How to apply

- 1) Read the official detail: https://www.hoodcounty.texas.gov/job_detail_T11_R273.php
- 2) Download the Application: <https://hoodcountytexas.documents-on-demand.com/document/0d9d951b-0825-ef11-a407-000c29a59557/Application%20Packet%206-7-2024.PDF>
- 3) Submit only through Hood County's published process — not to Notice Nearby, Pasos USA, or ZOST.

Notes

- Source list: https://www.hoodcounty.texas.gov/departments/personnel/employment/current_opportunities.php (fetched 2026-10-05 PT).
- Source detail: https://www.hoodcounty.texas.gov/job_detail_T11_R273.php (fetched 2026-10-05 PT).
- Image: official Hood County seal from hoodcounty.texas.gov, watermarked with site logo and text "Sourced from Record of Sale LLC".
- ZOST desk listing: [cadv_gov_hood_tx_R273 / ZW-GOV-HOOD-R273 geo TX/hood](#).
- Not Volume Concrete mail. Not a paid placement. Content-only Neon+Blob.

noticenearby.com/papers/hood-tx-clerk-r273