



KING COUNTY JOB ANNOUNCEMENT FOR JUSTICE OF THE PEACE

OPENING DATE: MONDAY, NOVEMBER 10, 2025
CLOSING DATE: TUESDAY, DECEMBER 9, 2025

OPENING TIME: 9:00 a.m.
CLOSING TIME: 5:00 p.m.

The King County Commissioners Court is accepting applications to appoint an individual to complete the unexpired term of the retiring King County Justice of the Peace.

The Justice of the Peace is responsible for performing duties in accordance with State Laws and Statutes, as well as departmental procedures and regulations. The Justice of the Peace has jurisdiction in all civil cases in which the amount of controversy is \$20,000.00 or less. These may include tort cases and suits on account, landlord and tenant matters, evictions, matters concerning foreclosure of mortgages and enforcement of liens on personal property, and driver's license hearings. The Judges also adjudicate Class C misdemeanor cases punishable by fine only, including traffic tickets, penal code offenses, and hot checks. They also deal with juvenile matters, including truancy, alcohol and tobacco violations, and shoplifting. Justice of the Peace's also enforce certain county and state ordinances, including environmental dumping, illegal dumping, illegal towing, and burn bans. A Justice of the Peace may also issue warrants for search and arrest, conduct preliminary hearings, administer oaths, handle emergency protective orders, perform marriages, conduct inquests, and process death certificates.

Duties include, but are not limited to:

- Perform clerical and basic bookkeeping functions.
- Answer incoming phone calls in a prompt, polite, and professional manner.
- Answer emails and return phone calls regarding case information in a timely manner.
- Process cases and complaints in a timely manner.
- Ensure that all interested parties receive accurate and timely information.
- Produce and distribute correspondence, such as memos, letters, faxes, and forms.
- Maintain contact lists, filing systems, and organize documents and records.
- Prepare various reports and legal documents in a timely manner.
- Accept payments, issue receipts, and answer inquiries from the public.
- Perform all judicial duties per official standards of conduct
- Any other duties or tasks associated with the office

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Applicants seeking this position should have knowledge of administrative responsibilities and practices, good oral and written communication skills, knowledge of operation of office equipment including copiers, scanners, calculators, and fax machines, as well as excellent organizational, document management, and record keeping skills. Applicants should also have the ability to read and interpret legal documents, such as plaintiff's original petitions, all types of motions,

complaints, legal requests, and any legal document being submitted by other government, state, or county offices.

Benefits include health insurance, life insurance, retirement, vacation time, sick leave, designated holidays, as well as other optional insurance coverage. Feel free to contact either of the below for additional information. The annual salary for this position is \$39,944.00.

To obtain an application, please contact one of the following or go to our website at co.king.tx.us:

Duane Daniel, King County Judge
King County Courthouse
P.O. Box 127, 800 S. Baker Street
Guthrie, Texas 79236
806-596-4411

Maggie Oliver, King County Treasurer
King County Courthouse
P.O. Box 27, 800 S. Baker Street
Guthrie, Texas 79236
806-596-4319

To be eligible to be a candidate for, or elected or appointed to, a public elective office in this state, a person must:

- 1. Be a United States citizen;**
- 2. Be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable;**
- 3. Have not been determined mentally incompetent by a final judgement of a court;**
- 4. Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities;**
- 5. Have resided continuously in the State of Texas for twelve (12) months and must have lived in King County for six (6) months;**
- 6. Be a registered voter prior to appointment.**

Please note:

- The current J.P.'s resignation will be effective December 31, 2025. Therefore, this appointed position of an unexpired term expires December 31, 2026. To run in the March 2026 Primary and General Election, King County Justice of the Peace candidates will have to file November 8th, 2025 through December 8th, 2025 and pay a filing fee of \$375.00.
- The appointed replacement will be selected during Commissioners Court on December 10, 2025.
- There are state-mandated education requirements for Judges, whether appointed or elected. First, any new J.P. will be required to take an eight (8) hour Magistrate Duties Course within the first ninety (90) days of office. Second, J.P.s are required to complete eighty (80) hours of training within the first year of office, followed by twenty (20) hours per year in subsequent years.
- Travel expenses for education will be paid by King County.

Applications must be completed, signed, and dated. Any resumes or additional information may be submitted with application.

Notice: King County is an equal opportunity employer. It is against the law for King County to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief. This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Return completed application to Duane Daniel, King County Judge, on or before Tuesday, December 9, 2025, at 5:00 p.m.