

## RUNNELS COUNTY JOB POSTING

**POSITION TITLE:** Full Time / Deputy District Clerk

**BENEFITS:** Holidays, Vacation, Personal, Sick Leave, Retirement, Insurance

**REPORTS TO:** District Clerk

**SALARY:** \$ 36,320.82

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

High School diploma or equivalent; minimum one-year experience in general office work and clerical skills; The applicant should have a strong knowledge and background with computers, along with strong work ethic, organizational skills and self-motivation. This employee must be bondable, and Pass a criminal background check-prior to employment.

**DUTIES:** The applicant will perform a variety of clerical duties with all records in the office.  
The applicant should be willing to assist the public in accessing information.  
The applicant will be preparing documents for imaging, operate all electronic equipment  
Answering the telephone and directing calls appropriately.  
The applicant must be willing to perform all other duties as assigned.  
The applicant will be required to lift 50 pounds or less as needed.

Applications may be picked up at:  
Runnels County District Clerk's Office  
613 Hutchings Avenue, Room 207  
Ballinger, Texas 76821

Or download from Runnels County website-[www.co.runnels.tx.us](http://www.co.runnels.tx.us); Employment Opportunities tab.

Applications **MUST** be returned by mail or hand delivered to the Runnels County District Clerk's Office.

Deadline to submit application: Open until position is filled.