

RUNNELS COUNTY JOB POSTING

POSITION TITLE: Full Time / Deputy District Clerk

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

REPORTS TO: District Clerk

SALARY: \$ 31,830.00

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; 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.

RUNNELS COUNTY DISTRICT CLERK'S OFFICE

Employment Application

Runnels County is an Equal Opportunity Employer

Position: DEPUTY DISTRICT CLERK

DATE: _____

Position Available:

Please handwritten your application.

APPLICANT INFORMATION				
Last Name		First		M.I.
Street Address				
City		State	Zip	
Phone		E-mail Address		
Date Available				
Are you a citizen of the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
Have you ever worked for Runnels County?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, when?	
Have you ever been convicted of a felony?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain.	
If you have ever applied for a bond, has your application been rejected?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(PROOF OF IDENTITY AND ELIGIBILITY WILL BE REQUIRED UPON EMPLOYMENT.)				

EDUCATION				
High School		Address		
Number of Years	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Major Subjects				
College		Address		
Number of Years	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Degree and/or Major Subjects				
College		Address		
Number of Years	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Degree and/or Major Subjects				
Other		Address		
Number of Years	Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Degree and/or Major Subjects				
Other Course Work Applicable to this Type of Work:				

MILITARY SERVICE	
Branch	From To
Rank At Discharge	Type of Discharge
If other than honorable, explain.	

REFERENCES

Please list three (3) references whom you have known for at least one (1) year.

*Full Name	Relationship
Address	Phone
Company	
*Full Name	Relationship
Address	Phone
Company	
*Full Name	Relationship
Address	Phone
Company	

PREVIOUS EMPLOYMENT

Provide employer information for the last 10 years and any other work history you feel is relevant to the position you have applied for:

Company		Phone
Address		Supervisor
Job Title		Ending Salary
From	To	Reason for Leaving
Major Responsibilities		
Company		Phone
Address		Supervisor
Job Title		Ending Salary
From	To	Reason for Leaving
Major Responsibilities		
Company		Phone
Address		Supervisor
Job Title		Ending Salary
From	To	Reason for Leaving
Major Responsibilities		
Company		Phone
Address		Supervisor
Job Title		Ending Salary
From	To	Reason for Leaving
Major Responsibilities		

DISCLAIMER AND SIGNATURE

I certify that the information in this application is correct to the best of my knowledge. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment.

I also authorize Runnels County to request and receive such information.

I understand that employment with Runnels County is subject to passing a drug and alcohol test. I understand that Runnels County is an "at will" employer, and that the county or employee is free to terminate employment with the other at any time with or without cause or notice.

Signature	Date
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