

RUNNELS COUNTY JOB POSTING

POSITION TITLE: Full Time Deputy Clerk

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

SALARY: \$31,781.26

EDUCATION AND EXPERIENCE REQUIREMENTS:

High School diploma or equivalent; minimum one-year experience in general office work and clerical skills.

DUTIES: Answer phones, communication and customer service skills
Land record research
Record and enter land records, probate, guardianship, and criminal files into the system
Collect payments
Maintain confidential information
Ability to use Word and Excel
Order office supplies
Process Marriage License
Process Birth and Death Certificates
Carry out all other duties not listed herein that might be required

Applications may be picked up at:
Runnels County Clerk's Office
613 Hutchins Avenue, Room 106
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 Clerk's Office.

Deadline to submit application: Open until position is filled.