

# GRAYSON COUNTY

## JOB POSTINGS

Equal Opportunity Employer

	Date Posted: October 15, 2018 Closing Date: until filled Positions Open: 1
Position:	Deputy Clerk Full time
Department	County Clerk
Job Number:	H8101501
Minimum Salary:	Negotiable; based upon experience
Duties	Register and record documents, including scanning. Computer data entry. Provide clerical and technical assistance. Review and verify various information; sort, assemble and organize and file documents. Assist public by phone and/or in person. Perform any other related duties, as may be required.
Qualifications:	Graduation from high school with some college-level coursework. Knowledge of personal computer and word processing applications. Must have above average computer and grammatical skills and be proficient in the use of various office equipment. Must possess a professional demeanor, good organizational skills, and handle a stressful environment. Legal experience preferred. Moderate to heavy lifting is required. Cash handling experience required. Spanish speaking a plus.
Requirements:	Must pass pre-employment drug screen and background check.
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays, and retirement plan.

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request the assistance.