

GRAYSON COUNTY JOB POSTINGS

	Date Posted: January 23, 2019 Closing Date: until filled Positions Open: 1
Position:	Deputy Clerk Full time
Department	County Clerk
Job Number:	
Minimum Salary:	Negotiable; based upon experience
Duties	Assist with organization of courtroom operations. Computer data entry including scanning records. Review and verify various information; sort, assemble and organize materials; route and deliver documents to the appropriate parties. Assist public by phone and/or in person. Duties assigned to employees in this job title may vary according to division of workload and the needs of the County Clerk's office.
Qualifications:	Graduation from high school with some college-level coursework preferred. Minimum 5 years Legal experience preferred. Knowledge of personal computer and word processing applications. Must have above average typing 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. Moderate lifting is required. Must be bondable. 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.