

February 26, 2019

**NOTICE OF JOB OPENING**

OFFICE: County Clerk's Office  
JOB TITLE: County Clerk/Senior Clerk  
CLOSING DATE: When suitable employee hired  
STARTING DATE: March 1, 2019 or as soon as possible

**JOB SUMMARY:**

Provides clerical and public information support including processing, filing, and recording official public records (i.e.) real personal property records, liens, assumed names, abstracts of judgment, bonds, livestock marks and brands, subdivision plats, military discharges, marriage licenses, birth and death certificates, perform variety of clerical and record keeping duties relating to the operations of the county's court system and provide professional, effective public service to the general public.

**EDUCATION:**

High school diploma or equivalent

**EXPERIENCE AND TRAINING:**

Knowledge of EdocTec computer system and typing experience OR some case management system

**PHYSICAL REQUIREMENT:**

The ability to stand for long periods of time, to lift heavy books (about 50 pounds), and the ability to climb stairs preferred.

**ADDITIONAL REQUIREMENTS:**

A Texas driver license and vehicle are necessary.

**PAY:** Pay Grade 17

**County Job Application is available online a [www.co.houston.tx.us](http://www.co.houston.tx.us) or in the County Treasurer's Office**

**Submit completed application and current resume to:**

Houston County Clerk's Office  
Attention: Terri Meadows  
P.O. Box 370  
Crockett, TX 75835

**Or hand deliver to:**

Houston County Clerk's Office  
Attention: Terri Meadows  
401 E. Houston Avenue  
Floor One in the Courthouse  
Crockett, Texas

**HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**