

NOTICE OF JOB OPENING

OFFICE: County Clerk

JOB TITLE: Deputy Clerk II, Full-Time Position

DEADLINE FOR APPLICATIONS: August 9 at 5:00 pm or until filled

JOB SCOPE: Serve as the Deputy Clerk responsible and accountable for all Official Public Record Filings. Must be able to decipher all land/deed documents and accurately enter them into the case management system. Be able to locate records by searching our records electronically and in books. Wait on customers at the counter, on the telephone, through email, and iRecord. Assist other employees in the office as needed.

MINIMUM EDUCATION, EXPERIENCE AND SKILLS:

- Applicant must have a high school diploma or it's equivalent; one to two years related experience and/or training preferable; or equivalent combination of education and experience
- Strong computer skills including e-mail, efile, Word, Excel Adobe PDF and internet search engines
- Experience with all types of office machines: calculator, copier, printer, postage meter, scanner, fax machine, etc.
- Strong organizational skills and ability to work independently.
- Basic accounting skills
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving concrete variables in standardized situation

County application is available at the Treasurer's Office and on the Houston County, Texas website at www.co.houston.tx.us

Submit completed Application and Resume to:

Terri Meadows, County Clerk

Via email: tmeadows@co.houston.tx.us

Deliver to Courthouse (1st Floor) or Fax to 936-544-1954

HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER