

NOTICE OF JOB OPENING

OFFICE: County Clerk

JOB TITLE: Part Time Clerk

DEADLINE FOR APPLICATIONS: August 11, 2022 or until filled.

STARTING HOURLY SALARY: \$12.01 with 30 hours per week. Must have high school diploma or equivalent.

JOB SCOPE: Responsible and accountable for reviewing and scanning all of the old records in the County Clerk's Office. Assisting the land/deed clerk with researching records.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Review and Scan all old files
- Telephone responsibilities
- Assist with moving and organizing old records at our remote storage
- Assist the land/deed clerk with researching records and sending out to the requesting party as appropriate
- Sending out the daily and monthly indexes
- Other duties as assigned

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

Or Fax to 936-544-1954

HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER