



Human Resources

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **DEPUTY DISTRICT CLERK**
DEPARTMENT: District Clerk
DATE POSTED: November 19, 2024
CLOSING DATE: Open until filled
HIRING SALARY: **\$15.73/hr**

POSITION OVERVIEW

Performs a wide variety of administrative duties in support of the District Clerk's Office operations. Prepares courtroom and/or other types of legal documentation; responds to inquiries from the public; performs other duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

High School Diploma/equivalent and 2 years administrative/customer service experience. Knowledge of general office practices/equipment and standard computer and software applications required. Must have a public service attitude and ability to interact in a courteous and professional manner with officials, staff and the general public.

LICENSE / CERTIFICATION

None

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life
PTO/Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 40 hours per week

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

SUBMIT APPLICATION TO:

HARRISON COUNTY HUMAN RESOURCES
200 W. Houston St., Room 328
Marshall, TX 75670
hrassist@co.harrison.tx.us

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