

EMPLOYMENT NOTICE-County Clerk's Office

JOB TITLE:	Deputy County Clerk
SUPERVISOR:	County Clerk
PAY:	\$11.81 Per Hour, Grade II
HOURS:	8am – 5pm (available as needed during elections) 1 hour for lunch
JOB REQUIREMENTS:	Must have a minimum of a High School diploma; be able to type 45 wpm, computer proficiency, detail oriented, excellent customer service skills; have own transportation and current Texas driver's license; be able to lift 45lbs, climb stairs, handle pressure and interruptions, possess a strong work ethic and be of good moral character, pass a criminal background check and be bondable; must be able to exercise tact and courtesy in frequent contact with various county personnel, public officials and the general public; must be able to work in a stressful environment, be available extended hours; confidentiality is required
DUTIES:	<p>Including but not limited to:</p> <ul style="list-style-type: none">• filing of Voter Registration Records,• use of the Secretary of State TEAM Voter Registration System• issuance and managing ballots by mail• assist with maintenance & use of electronic voting equipment• delivery of electronic voting equipment (mileage reimbursed)• support duties on election night; 1 Saturday in May• assist in recruiting, training and supervision of election workers• travel throughout the state to attend training if needed• assist with Criminal Clerk Duties; scanning, filing, taking payments, open/close files and other duties as needed
BENEFITS:	<p>Health and Dental Insurance Retirement Vacation and Holiday pay</p> <p>Applications with Resumes must be turned in to the Fannin County Clerk's Office, 800 E. 2nd Street, Bonham (Wire & Plastics Building)</p> <p>Criminal background check will be performed; Aptitude Test and Typing Test may be required</p>
CLOSING DATE:	Open until filled