



PUBLIC NOTICE

Fannin County Clerk's office has an immediate opening for a Records Clerk. P/T position, \$9.43 per hour, 16 hours per week and possibly more for special projects, availability Monday-Thursday 10am-2pm.

JOB REQUIREMENTS: Must have a minimum of a High School diploma; be able to type 35 wpm (typing certification is required), computer proficiency, detail oriented, and excellent customer service skills. Must have transportation and current driver's license; be able to lift 35lbs, climb stairs, Possess a strong work ethic and be of good moral character.

DUTIES: Including but not limited to: scanning and loading supporting documents into the Odyssey system, making copies, filing, data entry, picking up mail and assisting the Land Records deputy or other areas as needed. Cross training is expected in order to assist other areas of the County Clerk's office as needed.

BENEFITS: Retirement, vacation and sick pay pro-rated

Application, Typing Certification and Resumes must be turned in to:

Fannin County Clerk's Office, 800 E. 2nd Street, Bonham 75418 at the Wire and Plastics Building.