

FANNIN COUNTY EMPLOYMENT NOTICE

Fannin County District Clerk's Office has an opening for a Deputy Clerk position. This position is for 40+ hours a week with benefits. Responsible for processing civil or criminal files, legal documents and other court records for the court and attorneys, and possibly function as Courtroom Clerk when needed and perform any other clerical duties necessary for the efficient operation of the office. This position requires close contact general public, defendants and court personnel. Candidates for the position must be computer proficient, answering and responding to inquiries made by attorneys and the general public in person or by electronic means and any other duties assigned by the District Clerk or Chief Deputy

Applications with Resumes must be turned into the Fannin County District Clerk's Office, 200 E. 1st, Bonham, TX, position open until filled.