

EMPLOYMENT NOTICE

POSITION: DEPUTY DISTRICT CLERK

STARTING SALARY: \$27,040.00

40 HOURS A WEEK WITH BENEFITS, INCLUDING HEALTH INSURANCE, RETIREMENT AND HOLIDAYS.

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

PROCESSING/MAILING PETIT AND GRAND JUROR LIST

JUROR PHONE CALLS

JURY CHECK-IN AND SEATING CHARTS FOR COURT

DAILY MAIL

MAKE DEPOSITS

SCAN AND ARCHIVE RECORDS

WORKING WITH ALL PARTIES ASSOCIATED WITH VARIOUS CASE TYPES INCLUDING OTHER COUNTY OFFICES AND STATE OFFICES

PERFORMING ANY OTHER CLERICAL DUTIES NECESSARY FOR THE EFFICIENT OPERATION OF THE OFFICE

APPLICANTS MUST BE COMPUTER PROFICIENT, EAGER TO WORK, GOAL-ORIENTED, PAY ATTENTION TO DETAIL, SELF-MOTIVATED, AND READY TO TACKLE ANY PROJECT NEEDING TO BE FULFILLED.

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

applications go to co.fannin.tx.us