

**JOB OPENING: DEPUTY DISTRICT CLERK**  
**FANNIN COUNTY DISTRICT CLERKS OFFICE**  
**200 E 1<sup>ST</sup> , BONHAM TX 75418**

POSITION: DEPUTY DISTRICT CLERK

STARTING SALARY: \$29,243.76

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

This position performs a variety of clerical duties to provide support for the daily operations of the District Clerk. This position processes in person filings for the 336<sup>th</sup> District Court as well as the County Court at Law, takes payments, handle payment plans, answer phones and closes front office at end of day. The duties allow working closely with Court Staff, Attorneys, County and State Offices, and Customers. The position will perform any other clerical duties necessary for the efficient operations of the office.

- Takes Payments
- Handle Payment Plans
- Close Payment Tills
- Answer Phones
- Back up Record Search Request
- Scan and Archive Court Records for the District Clerk's Office
- Sign and Issue Subpoenas
- Create/Process Letters, Certified Copies
- Assists in In-Person Customers
- Back-up for mail runs
- Operate Office Machinery
- Inventory
- Transport files/documents to other county offices
- Any additional jobs as assigned

.Applicant must:

- Be computer proficient
- Be eager to work
- Have the ability to work independently
- Possess a cooperative and positive attitude
- Be goal-oriented
- Be punctual
- Must pay attention to detail
- 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. 1<sup>st</sup>, Bonham, TX, position is open until filled.**