

EMPLOYMENT NOTICE

Fannin County Clerk's office has an opening for a Records Clerk. P/T position, \$13 per hour, 16 hours per week and possibly more for special projects.

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; other duties may entail making copies, filing, data entry, picking up mail and assisting the County Court at Law-Criminal deputy or other areas as needed. Cross training is expected in order to assist other areas of the County Clerk's office if 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 or emailed to: tbiggar@fanninco.net