

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: Deputy Clerk		Job Announcement Number: CC 22-0001	
Department County Clerk	Salary: \$26,750	Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
Additional Position Information: FLSA Non-Exempt			

POSITION DESCRIPTION
<p>Summary Statement of Work Performed: Duties include but are not limited to: performing various clerical functions, providing customer service in person and on phone, heavy use of in house software and database, indexing and scanning various legal documents, issuing and recording marriage license, issuing birth and death records, assist and participate in election during business hours and after regular business hours on any election day, be crossed trained in other areas of office and any other duties as directed by the County Clerk or Chief Deputy.</p>
POSITION SPECIFICATIONS
<p>Education and Experience: High School graduate or GED. Two years office experience, <i>knowledge of legal documents preferred.</i> Strong computer and data entry skills, must be able to type 40 words per minute. Must possess excellent public relations, communication (both written and verbal) telephone and organizational skills and must be able to work well with fellow employees.</p> <p>Licensure, Registry or Certification: No certification required.</p> <p>Physical and Mental Requirements: Physical demands include sitting, standing, walking, bending, reaching, ability to use a step ladder and MUST BE ABLE TO LIFT APPROXIMATELY 50 POUNDS</p> <p>Other Requirements: Must be a resident of Cass County. Must be able to pass background check. Must be able to be bonded and insured. Must maintain confidentiality, be able to multi-task and tolerate stressful situations.</p>

<p>An official Cass County application form must be received at the Cass County Treasurer's Office, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX</p> <p style="text-align: center;">UNTIL MAY 25, 2022</p>	<p style="text-align: center;">HOW TO MAKE APPLICATION</p> <p style="text-align: center;">For An Application Form Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or</p> <p>Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.</p> <p style="text-align: center;">EQUAL OPPORTUNITY EMPLOYER</p> <p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>
Resumes without an application form will not be accepted	