

## NOTICE OF EMPLOYMENT OPPORTUNITY

Applications are now being accepted in the office of the Marion County District Clerk, for Part-Time Deputy Clerk.

Requirements and Job Description: High School Diploma or equivalent is required as well as computer knowledge, typing skills and knowledge of basic accounting procedures.

Hours are limited to 22 per week and applicant must be available on Mondays. Duties include, but are not limited to, general reception work, indexing and scanning of files, jury wheel maintenance, processing Attorney General cases through the E-File System and cross training in both civil and criminal processes.

Must possess excellent public relations, communication (both verbal and written), telephone and organizational skills and work well with fellow employees.

Must be able to be bonded and insured, maintain confidentiality, multi-task and tolerate stressful situations.

Physical demands include daily sitting, standing, walking, heavy lifting, bending, reaching and ability to use stepladder.

Application forms may be printed from the county website employment tab at [www.co.marion.tx.us](http://www.co.marion.tx.us) or picked up at the District Clerk's Office, 119 W. Lafayette Street, Room #6, Jefferson, Texas

***Please submit completed application and/or resume by 5:00 pm, August 31, 2018 to:***

Susan Anderson, Marion County District Clerk, P. O. Box 628, Jefferson, Texas 75657

AN EQUAL OPPORTUNITY EMPLOYER