



## Human Resources

### EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **DEPUTY DISTRICT CLERK**  
DEPARTMENT: District Clerk  
DATE POSTED: June 7, 2024  
CLOSING DATE: Open until filled  
HIRING SALARY: **\$15.3138/hr**

#### POSITION OVERVIEW

Performs a wide variety of administrative duties in support of the District Clerk's Office operations. Prepares courtroom and/or other types of legal documentation; responds to inquiries from the public; performs other duties as apparent and/or assigned.

#### EDUCATION/EXPERIENCE

High School Diploma/equivalent and 2 years administrative/customer service experience. Knowledge of general office practices/equipment and standard computer and software applications required. Must have a public service attitude and ability to interact in a courteous and professional manner with officials, staff and the general public.

#### LICENSE / CERTIFICATION

None

#### ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life  
PTO/Vacation/Holiday/Sick Leave  
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 40 hours per week

**HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

#### SUBMIT APPLICATION TO:

**HARRISON COUNTY HUMAN RESOURCES**  
200 W. Houston St., Room 328  
Marshall, TX 75670  
[hrassist@co.harrison.tx.us](mailto:hrassist@co.harrison.tx.us)

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