

**Human Resources**

**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

POSITION: **DEPUTY DISTRICT CLERK**

DEPARTMENT: District Clerk

DATE POSTED: August 28, 2025

CLOSING DATE: Open until filled

HIRING SALARY: **$15.73/hr**

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| **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** 903-923-4018 Office

200 W. Houston St., Room 328 903-935-4800 Fax

Marshall, TX 75670 [www.harrisoncountytexas.org](http://www.harrisoncountytexas.org)

[hrassist@co.harrison.tx.us](mailto:hrassist@co.harrison.tx.us) FB: @harrisoncountyjobs