

# GAINES COUNTY JOB POSTING

**JOB TITLE:** DEPUTY CLERK, PART TIME from date of hire until position becomes full-time on 6-3-2024.

**DEPARTMENT:** COUNTY CLERK

**SUPERVISION:**

Works under the supervision of Terri Berry, County Clerk

➤ **MINIMUM QUALIFICATIONS:**

- Must be bondable
- Must be able to hold information in confidence
- Must possess computer and accuracy skills
- Must have a high school education
- Must be at least 18 years of age
- Bilingual preferred but not required

➤ **JOB DESCRIPTION AND RESPONSIBILITIES:**

- Available in the Office of the County Treasurer

**POSTING OPENS:** February 26, 2024

**POSTING CLOSES:** March 8, 2024

JOB APPLICATIONS MAY BE PICKED UP AND RETURNED TO THE COUNTY TREASURER'S OFFICE AT THE COURTHOUSE BETWEEN 8-5 (432) 758-4009 EXT. 112 or 119, 101 SOUTH MAIN ROOM 103, SEMINOLE, TX 79360 GAINES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. THE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, CREED, GENDER, RELIGION, AGE OR DISABILITY IN EMPLOYMENT FOR THE PROVISION OF SERVICES