

February 13, 2024

POSITION OPEN - COUNTY AND DISTRICT CLERK'S OFFICE

Deputy Clerk for County and District Clerk's Office - Concho County, Paint Rock, TX

Requirements:

- Must have strong knowledge and background with computers, as well as basic knowledge of Word and Excel.
- Will need a strong work ethic, organizational skills, self-motivation, and take direction accordingly.
- Will perform a variety of clerical duties with all types of records in the office.
- Be willing to assist the public in accessing information, preparing documents for imaging, operate all electronic equipment, answering the telephone and directing calls appropriately.
- Be willing to perform all other duties as assigned.
- Lift 50 pounds or less as needed.
- Must pass a criminal background check and drug screening before employment.

Experience: Six months to one year clerical, secretarial or general office experience preferred.

Applications are available in the Clerk's Office or Treasurer's Office, Concho County Courthouse, 152 N. Roberts, Paint Rock, TX or online at <https://www.co.concho.tx.us/page/concho.Jobs.Openings>

Please attach a Resume with the application.

You may email applications to ahall@co.concho.tx.us or hand-deliver to the Clerk's Office.

Applications will be accepted through March 1, 2024 or until position is filled.

For more details contact Amber Hall, County and District Clerk, Concho County, TX at 325-732-4322.

Concho County is an Equal Opportunity Employer.