

**JOB OPENING: DEPUTY DISTRICT CLERK**  
**FANNIN COUNTY DISTRICT CLERKS OFFICE**  
**200 E 1<sup>ST</sup>**  
**BONHAM TX 75418**

POSITION: DEPUTY DISTRICT CLERK

STARTING SALARY: \$29,243.76  
40+ HOURS A WEEK WITH BENEFITS, INCLUDING HEALTH INSURANCE,  
RETIREMENT AND HOLIDAYS.

This position performs a variety of clerical duties to provide support for the daily operations of the District Clerk. This position processes civil documents for the 336<sup>th</sup> District Court as well as the County Court at Law. The duties allow working closely with Court Staff, Attorneys, County and State Offices, and Customers. The position will perform any other clerical duties necessary for the efficient operations of the office.

- Process Civil cases
- Process Civil/Family Appeals
- Process E-file for Civil cases
- Cross Train with Family Filings
- Create hard copy files for Visiting Judges
- Make sure all documents are filed and secured in the case
- Create/Process Letters, Certified Copies, Citations and Notices
- Prepares Dockets
- Checks Fees for cases set on Dockets
- Completes Civil Tasks in Queues
- Answer Phones
- Assists in In-Person Customers as needed
- Take Payments
- Close Payment Tills
- Schedule DWOP Civil cases
- Back-up for mail runs
- Verify OCA reporting for Civil Cases
- Archives Old Files
- Prepare Civil Exhibits for Storage
- Operate Office Machinery
- Inventory
- Transport files/documents to other county offices
- Any additional jobs as assigned

Applicant must:

- Be computer proficient
- Be eager to work
- Have the ability to work independently
- Possess a cooperative and positive attitude
- Be goal-oriented
- Be punctual
- Must pay attention to detail
- Ready to tackle any project needing to be fulfilled

**Applications with Resumes must be turned in to the Fannin County District Clerk's Office, 200 E. 1<sup>st</sup>, Bonham, TX, position is open until filled.**