

**EMPLOYMENT NOTICE**  
**County Clerk's Office-Elections Division**

**JOB TITLE:** Deputy County Clerk

**SUPERVISOR:** County Clerk

**PAY:** \$13.65 Per Hour, Grade II

**HOURS:** 8am – 5pm (longer hours during elections); compensation time permitted for over time worked, 1 hour for lunch

**JOB REQUIREMENTS:** Must have a minimum of a High School diploma; be able to type 45 wpm, computer proficiency, detail oriented, excellent customer service skills; have own transportation and current Texas driver's license; be able to lift 45lbs, climb stairs, handle pressure and interruptions, possess a strong work ethic and be of good moral character, pass a criminal background check and be bondable; must be able to exercise tact and courtesy in frequent contact with various county personnel, public officials and the general public; must be able to work in a stressful environment, be available extended hours; confidentiality is required; perform duties in a non-partisan manner.

**DUTIES:** Including but not limited to:

- filing of Voter Registration Records
- use of the Secretary of State TEAM Voter Registration System
- assist issuance and managing ballots by mail
- assist with maintenance & use of electronic voting equipment
- delivery of electronic voting equipment (mileage reimbursed)
- support duties on election nights; occasional Saturdays
- assist in recruiting, training and supervision of poll workers
- travel throughout the state to attend training if needed
- other duties as needed

**BENEFITS:** Health and Dental Insurance  
Retirement  
PTO, Vacation and Holiday pay

Applications with Resumes must be turned in to the Fannin County Clerk's Office, 800 E. 2nd Street, Bonham (Wire & Plastics Building)

Application, Resume, typing test and criminal background check required

**CLOSING DATE:** Open until filled