



HUTCHINSON COUNTY

SHERIFF

JERRY LANGWELL



1400 Veta Street * P.O. Box 1426 * Borger, Texas 79008-1426 * Phone (806) 274-6343 * Fax (806) 273-0117

JOB ANNOUNCEMENT

RECORDS CLERK

Skills and Requirements:

Applicant must have a minimum of high school diploma or its equivalency.

Applicant must possess a valid Social Security Card.

Applicant must possess a valid Texas Drivers License.

Applicant must have a strong work ethic and ability to work well with others.

Applicant must be able to work with the public on a daily basis, in person or on the telephone.

Applicant must be able to record and file official documents, and perform other duties as directed.

Applicant must have knowledge of and experience in computers, general clerical work (typewriter, transcriber system, fax, copier, printers, telephones), and good organizational skills.

Applicant must have knowledge of spelling, punctuation, and business English.

Applicant must keep work area neat and clean, be dependable and hard working.

Applicant must have the ability to establish and maintain effective working relations with supervisors and associates.

Applicant must have the ability to keep information gained from the duties of this office in a confident and professional manner.

Applicant must not have been convicted of a misdemeanor offense above the grade of class C within the last five (5) years.

Hutchinson County Application Employment Forms are available from the Hutchinson County Treasurer's Office, or The Hutchinson County Website, Hutchinson County Courthouse, Stinnett, TX, Phone (806) 878-4010, Fax (806) 878-4029
All Applications must be returned to the Hutchinson County Treasurer's Office

CLOSING DATE: 08/14/2025

Time: 5:00 PM