

NOTICE OF JOB POSTING

Applications and Resumes are being accepted for the full-time position of Deputy Clerk for the County Attorney's Office. Applications may be obtained at the Red River County Treasurer's Office located at 200 N. Walnut, Clarksville, Texas and are also available on the Red River County Website www.co.red-river.tx.us

POSITION SUMMARY

This position performs a variety of clerical duties to provide legal support to the County Attorney's Office. This is a full-time position which consists of 33.5 hours weekly and pay for this position is \$12.00/hourly.

DUTIES AND RESPONSIBILITIES

- Operate office machines such as computers, phone systems, copiers, scanners, calculator and postage machine.
- Answer telephones, direct calls and take messages.
- Enter cases into computer.
- Perform basic bookkeeping and accounting principles and practices including making bank deposits and reconciling bank statements.
- Prepare documents necessary to file cases with the Clerk.
- Prepare documents for Court.
- Must be able to verbally communicate with others.
- Must be able to work effectively and cohesively with others.
- Demonstrate professionalism, integrity, dependability, and maturity.
- Display courteous, respectful, and polite demeanor towards coworkers and members of the public.
- Display enthusiasm for the job, which includes attendance, performance, and conduct.

CONDITIONS OF EMPLOYMENT

- Applicant must have and maintain a valid Texas Driver's License and Insurance.
- Applicant must be able to complete and pass a background investigation.
- Applicant must be able to be bonded.

Red River County is an Equal Opportunity Employer