

NOTICE OF JOB OPENING

**A POSITION FOR A FULL TIME DEPUTY CLERK IN THE RED RIVER COUNTY TAX
OFFICE IS OPEN**

200 N WALNUT CLARKSVILLE TX 75426

903-427-3009

HOURS REQUIRED: 33.5 HOURS WEEKLY

EDUCATION, KNOWLEDGE, SKILL AND ABILITY REQUIRED TO BE CONSIDERED:

- GRADUATION FROM ACCREDITED HIGH SCHOOL OR G.E.D. EQUIVALENT
- COMPUTER/WORD PROCESSING SKILLS AS WELL AS KNOWLEDGE OF OFFICE MACHINES
- ABILITY TO INTERACT EFFICIENTLY AND COURTEOUSLY WITH THE PUBLIC
- PRIOR EXPERIENCE WORKING WITH MONEY
- ADEPT KNOWLEDGE OF ENGLISH GRAMMAR AND SPELLING
- MUST BE BONDABLE
- MUST PASS A FELONY BACKGROUND CHECK

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

APPLICATIONS MAY BE OBTAINED FROM THE TAX OFFICE OR PRINTED FROM THE COUNTY WEBSITE co.red-river.tx.us

RED RIVER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER