

**NOTICE OF JOB OPENING**  
**RED RIVER COUNTY**

**A POSITION FOR A TEMPORARY, THAT WILL TURN INTO A PERMANENT FULL-TIME DEPUTY CLERK POSITION (CLERICAL/SECRETARY) IN THE COUNTY CLERK'S OFFICE, 200 N. WALNUT STREET, COURTHOUSE ANNEX, CLARKSVILLE, TEXAS 75426.**

**HOURS REQUIRED: 33.5 HOURS WEEKLY**

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

Must have a High School Degree or GED.

Must be bondable.

Must have at least 1 year clerical experience.

Must know Microsoft Word.

Strong computer skills and knowledge of office machines.

Strong written communication and organizational skills.

Ability to add, subtract, multiply and divide in all units of measure.

Ability to read and interpret documents, such as legal instruments.

Ability to speak effectively with the public.

Adept knowledge of English grammar and spelling.

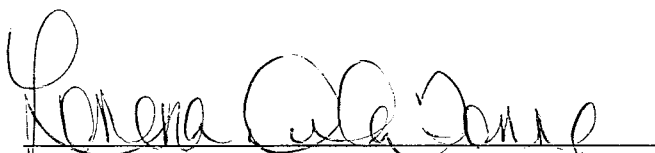
Any and all other duties assigned

***APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.***

Applications are available in the County Treasurer's Office at 200 North Walnut, Clarksville, TX and online at <http://co.red-river.tx.us> under Employment Opportunities.

**RED RIVER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Posted this 2<sup>nd</sup> day of January, 2024, at 1:45 p.M.

  
\_\_\_\_\_  
Lorena Dela Torre, County Treasurer  
Red River County, Texas