

**NOTICE OF JOB OPENING  
DEPUTY CLERK (FULL-TIME)  
RED RIVER COUNTY DISTRICT CLERK'S OFFICE**

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**Location:**

Red River County District Clerk's Office  
400 North Walnut Street  
Clarksville, Texas 75426

**Work Schedule:** 33.5 Hours Per Week

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**Position Overview**

The Red River County District Clerk's Office is seeking a dependable and professional individual to serve as a full-time Deputy Clerk. This position requires strong organizational skills, attention to detail, confidentiality, and courteous interaction with the public.

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**Minimum Qualifications**

Applicants must meet the following requirements:

- High school diploma from an accredited school or GED equivalent
  - Proficiency in computer systems and word processing applications
  - Working knowledge of general office equipment
  - Ability to interact courteously and professionally with the public
  - Experience handling money accurately and responsibly
  - Demonstrated confidentiality, dependability, and strong work ethic
  - Must be bondable
  - Ability to pass a felony and misdemeanor theft background check
  - Physical ability to lift up to 20 pounds and climb stairs
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**Application Information**

Applications will be accepted **until the position is filled**.

Applications may be obtained:

- In person at the District Clerk's Office
- Online at: [co.red-river.tx.us](http://co.red-river.tx.us)

For serious inquiries, please contact:

**Phone:** 903-427-3761

**Email:** [B.Williams@co.red-river.tx.us](mailto:B.Williams@co.red-river.tx.us)

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**Red River County is an Equal Opportunity Employer.**