

# NOTICE OF JOB OPENING

TWO POSITIONS FOR A FULL-TIME DEPUTY CLERK (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 equivalent

Must be bondable

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

Ability to apply common sense understanding to carry out instructions furnished in written or oral form

Any and all other duties assigned

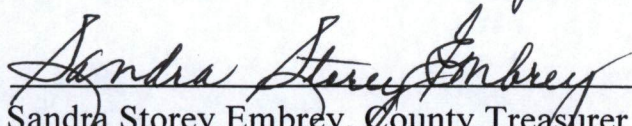
***APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.***

Applications may be obtained from:

SHAWN WEEMES, COUNTY CLERK  
200 N. WALNUT ST.  
CLARKSVILLE, TX 75426  
(903) 427-2401

RED RIVER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

Posted this 24<sup>th</sup> day of May, 2022, at 11:00 A.M.

  
Sandra Storey Embrey, County Treasurer  
Red River County, Texas