

GRAYSON COUNTY JOB POSTINGS

	Date Posted: May 25, 2018 Closing Date: until filled Positions Open: 1
Position:	Deputy Clerk Full time
Department	County Clerk
Job Number:	H8052501
Minimum Salary:	Negotiable; based upon experience
Duties	Register and record documents, including scanning. Computer data entry. Provide clerical and technical assistance. Review and verify various information; sort, assemble and organize and file documents. Assist public by phone and/or in person. Perform any other related duties, as may be required.
Qualifications:	Graduation from high school with some college-level coursework. Knowledge of personal computer and word processing applications. Must have above average computer and grammatical skills and be proficient in the use of various office equipment. Must possess a professional demeanor, good organizational skills, and handle a stressful environment. Legal experience preferred. Moderate to heavy lifting is required. Cash handling experience required. Spanish speaking a plus.
Requirements:	Must pass pre-employment drug screen and background check.
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays, and retirement plan.