

GRAYSON COUNTY JOB POSTINGS

	Post Date: June 5, 2026 Closing Date: when filled
Position:	Deputy Clerk-Full time
Department	County Clerk-Vitals Division
Duties	Participate in the operations and activities of the Grayson County Clerk's Office. Duties include extensive work with the public; in-person, by mail and by phone. Utilize computerized data entry equipment and various software and file maintenance programs to enter, store, and/or retrieve information; accurately maintain files and records; scan and copy documents as necessary. Certify and issue copies of legal documents. Strict adherence to legal statutes and office processes is required. Settle cash drawer daily and prepare department reports on a daily, weekly and monthly basis. Duties assigned to employees in this job title may vary according to division of workload and the needs of the County Clerk's office. Regular and punctual attendance is required. Work hours are Monday-Friday, 8:00 am – 5:00 pm.
Qualifications:	High School Diploma or GED required. Minimum 2 years of experience in a related field; or an equivalent combination of education and related experience required. Ability to use computer applications and accurately reconcile transactions on a daily basis. Must have above average typing and grammatical skills and be proficient in the use of various office equipment. Must have excellent communication skills. Lifting up to 35 lbs. is required.
Requirements:	Must have excellent interpersonal skills and deal effectively with the public. Must be dependable and able to be bonded. Strong computer and keyboarding skills; specifically Excel, Word and Outlook. Must have the ability to learn new programs accurately. Typing and computer test required. Must pass pre-employment drug screen and background check.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, paid holidays and participation in the Texas County and District Retirement Plan.

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.