

# **EMPLOYMENT NOTICE**

## **COUNTY & DISTRICT CLERK'S OFFICE**

**IS ACCEPTING APPLICATIONS FOR TWO FULL TIME POSITIONS**

### **DEPUTY CLERK**

**Job Description:** Customer service by telephone and in person, typing, making copies, e-mailing, attending court, reviewing & accepting legally filed documents, e-file, data entry and scanning, preparing daily deposits, preparing daily/monthly reports, preparing state reports, making birth and death certificates, marriage licenses, file official documents and any other assigned duties.

**Required Qualifications:**

High School Diploma or GED minimum  
Must have basic knowledge of computers and general office equipment  
Must be able to work with Windows 10, Excel, Microsoft Word  
Strong communication skills for assistance to public by telephone and in person  
Must be able to communicate well with all court personnel and others  
Must be able to multi-task in a fast-paced professional environment  
Must be able to work well with others  
Must be able to sit for extended periods of time  
Must be able to climb stairs  
Must be able to lift boxes weighing approximately 30 pounds  
Must be able to pass a criminal background check and drug test  
Must have a current Texas Driver's License  
Must be available to travel on occasion (conferences, workshops)

**Preferred:** Bilingual: English & Spanish

**CLOSING DATE: UNTIL POSITION IS FILLED**

Applications may be picked up at:  
BROOKS COUNTY COURTHOUSE  
COUNTY & DISTRICT CLERK'S OFFICE  
100 E. MILLER  
FALFURRIAS, TEXAS 78355

**BROOKS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**