

TRINITY COUNTY

JOB OPENING

Trinity County District Clerk's Office is Currently Accepting Applications for the Position of Part-Time Deputy Clerk

Position Summary

Duties will include creating new case files, answering phones, records management, researching files, attending court when needed, filing and other various office duties. Must be able to multi-task and be very organized. High school diploma or GED required. Experience in a law office or county government strongly preferred but not required.

Trinity County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

Applications available online at www.co.trinity.tx.us, Employment Opportunities. Please send applications to Trinity County District Clerk, P.O. Box 549, Groveton, TX 75845.

Closing Date: Oct 11, 2019