

**JOB ANNOUNCEMENT**  
**FULL TIME DEPUTY CLERK IN THE COUNTY CLERK'S OFFICE**

**SKILLS AND REQUIREMENTS:**

Applicant must have a minimum of high school diploma or its equivalency

Applicant must be computer literate and have legible handwriting

Applicant must have knowledge of and experience with computers and general clerical work

Applicant must have good organizational skills and be able to multitask efficiently

Applicant must have a strong work ethic and ability to work well with others

**DUTIES INCLUDE BUT NOT LIMITED TO:**

Working with the public on a daily basis in person or on the phone

Recording and filing official documents

Issuing vital statistic documents such as certified copies of birth certificates, marriage licenses and death certificates

Collecting payment for court costs, fines and fees on criminal cases

Willing to help conduct elections

Willing to learn our cashiering system

Willing to learn about probates, criminal and civil matters

Willing to be trained in all duties of the County Clerk's Office

Promote the Hutchinson County Clerk's Office with a friendly and professional attitude toward the general public

A background check will be conducted and fingerprinting for Vital Statistics.

**Applications for employment should be downloaded and returned to the Hutchinson County Treasurer's Office via email, fax, mail, or in person.**

**Phone #806-878-4010**

**Fax #806-878-4029**

**Email: [amyb@hutchinsoncnty.com](mailto:amyb@hutchinsoncnty.com) or [mwagner@hutchinsoncnty.com](mailto:mwagner@hutchinsoncnty.com)**

**Physical Address: 500 Main Street, Room 204, Stinnett, TX in the Hutchinson County Courthouse, Mailing Address: P.O. Box 520, Stinnett, TX 79083**

**Closing date for accepting applications will be May 5, 2025, at 5 p.m.**