

PATTI L. HENRY
DISTRICT CLERK



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THE COUNTY OF CHAMBERS

EMPLOYMENT OPPORTUNITY

JOB TITLE: Part time clerk
DEPARTMENT: District Clerk's Office
LOCATION: Chambers County West Annex, Mont Belvieu and Anahuac, Texas location
REPORTS TO: District Clerk/Chief Deputy
SALARY: \$18.00 per hour (30 hours per week)
APPLICATION PERIOD: March 6, 2023 until filled

JOB SUMMARY AND PRINCIPAL DUTIES: Performs a variety of accurate, general clerical work involving data entry, record retention and imaging for the district clerk's office in accordance with the department procedures and statutory regulations. Specifically, needs to be able to adapt quickly to unfamiliar computer software and be proficient with Microsoft Office software.

QUALIFICATIONS: Minimum education requirements; a senior in high school; good keyboarding skills required; proficient with Microsoft Office software. Good written and verbal communication, organization skills and the ability to multi-task; Reliable and trustworthy. Be able to lift up to 25 pounds. Must be bondable and able to be a certified passport agent.

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment

SUBMIT APPLICATION and RESUME TO:

DISTRICT CLERK'S OFFICE

2128 SH 61

P.O. Box NN

Anahuac, TX 77514

(409) 267-2432

409-267-8209(fax)

Email: districtclerk@chamberstx.gov

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.