

**PATTI L. HENRY  
DISTRICT CLERK**



**POST OFFICE BOX NN  
ANAHUAC, TX 77514  
TELEPHONE: 409-267-2432  
FAX: 409-267-8209  
e-mail:  
[districtclerk@chamberstx.gov](mailto:districtclerk@chamberstx.gov)**

## **EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** Deputy Clerk II (full time position)  
**DEPARTMENT:** District Clerk's Office  
**LOCATION:** Chambers County Courthouse, Anahuac, Texas  
**REPORTS TO:** District Clerk/Chief Deputy  
**SALARY:** \$36,109.00 - \$38,493.62 annually (based on experience)  
**APPLICATION PERIOD:** October 22, 2021 - until filled  
**Start Date:** **January 3, 2022**

**JOB SUMMARY AND PRINCIPAL DUTIES:** Performs a variety of accurate, general clerical and bookkeeping support work for the District Clerk's office in both civil and criminal matters in accordance with department procedures and statutory regulations.

### **QUALIFICATIONS:**

Operate a computer using standard word processing, data inquiry, web browsing and spreadsheet software packages and type accurately; operate other standard equipment including copiers, printers, scanners, adding machines, laptops, cell phones and modern technology as needed; correctly utilize business English, spelling, punctuation, and math; understand and carry out oral and written instructions and learn assigned clerical task readily; become familiar with legal terminology; establish and maintain effective working relationships with other county employees, officials, and the general public; be able to work and make sound decisions under stress, have good communication skills, be able to multi task.

High school graduate, or its equivalent (some college would be preferred), plus at least two years of responsible clerical work experience, preferable in the legal profession. Bilingual is preferred.

*Must meet bonding eligibility requirements.  
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:**

**CHAMBERS COUNTY DISTRICT CLERK'S OFFICE  
2128 SH 61 (East of Airport Road)  
Anahuac, TX 77514  
(409) 267-2432  
Email: [districtclerk@chamberstx.gov](mailto: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.*