



**MELISSA CHEVALIER, DISTRICT CLERK
115TH DISTRICT COURT, UPSHUR COUNTY TEXAS**

UPSHUR COUNTY DISTRICT CLERK'S OFFICE - JOB OPPORTUNITY ANNOUNCEMENT

DATE: September 3, 2024
POSITION: DEPUTY CLERK/FULL-TIME
BASE SALARY: \$1,275.00 Semi-Monthly
POSITION WILL BE POSTED UNTIL FILLED.

REQUIREMENTS:

- 18 YEARS OF AGE OR OLDER
- HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT
- ONE YEAR OF OFFICE EXPERIENCE IS A MUST
- WORKING KNOWLEDGE OF COMPUTERS AND 10-KEY CALCULATOR BY TOUCH
- COMMUNICATE ORALLY, IN WRITING AND THROUGH EMAIL
- ESTABLISH AND MAINTAIN WORKING RELATIONSHIPS WITH OFFICIALS IN OTHER DEPARTMENTS, CO-WORKERS AND THE GENERAL PUBLIC
- FOLLOW INSTRUCTIONS
- CONFIDENTIALITY

DUTIES:

ISSUING OF COURT DOCUMENTS, MAINTAINING CASE FILES BOTH IN COMPUTER AND PHYSICAL, SCANNING DOCUMENTS, FILING, ANSWERING PHONES, TAKING MESSAGES AND ALL OTHER DUTIES AS ASSIGNED.

EXPERIENCE AND TRAINING:

ANY EQUIVALENT OR COMBINATION OF TRAINING WHICH PROVIDES KNOWLEDGE AND SKILLS LISTED FOR THIS POSITION WILL BE CONSIDERED.

HOW TO APPLY:

PRINT AN EMPLOYMENT APPLICATION FOUND ON THE UPSHUR COUNTY WEBSITE AND SUBMIT IT TO **THE UPSHUR COUNTY TREASURER'S OFFICE LOCATED INSIDE THE TEMPORARY UPSHUR COUNTY COURTHOUSE BUILDING, 150 E JEFFERSON ST, GILMER TX.** IF YOU HAVE TURNED IN AN APPLICATION WITHIN THE PAST TWO YEARS, CONTACT THE TREASURER'S OFFICE TO LET THEM KNOW YOU WOULD LIKE TO BE CONSIDERED FOR THIS POSITION. YOU MUST PASS A PRE-EMPLOYMENT DRUG & ALCOHOL TEST TO BE HIRED.

MUST BE ABLE TO BE BONDED

NOT ALL APPLICANTS WILL BE INTERVIEWED

UPSHUR COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER