

## **Clay County District Clerk**

### **Now Accepting Applications for Deputy District Clerk**

The Clay County District Clerk is accepting applications for the position of **Deputy District Clerk**. This is a full-time position with a budgeted annual salary of approximately **\$48,566.00**.

This role requires strong organizational skills, attention to detail, and the ability to handle sensitive information with strict confidentiality.

### **Key Responsibilities:**

- Assist with filing legal documents accurately and in a timely manner
- Provide assistance to the public, legal professionals, and law enforcement in obtaining case information
- Prepare and process legal documents
- Ensure all records and information are accurately maintained and handled in compliance with applicable laws and confidentiality requirements
- Receive and process payments, including issuing receipts

### **Qualifications:**

- Knowledge of common office equipment and software
- Ability to handle sensitive and confidential information
- Effective communication and strong customer service skills

### **Application Process:**

Applications may be obtained by contacting the County Treasurer's Office at **(940) 538-5911**.

Completed applications will be accepted **in person or by email** through **April 30, 2026**.

Applications (and optional resumes) may be emailed to:

Marianne.bowles@co.clay.tx.us