

NOTICE OF EMPLOYMENT OPPORTUNITY

Applications are now being accepted in the office of the Sutton County & District Clerk, for the position of deputy clerk, until 4:30 PM, December 4th, 2020. Starting salary is based on experience level and negotiable.

- ◆ Must have high School Diploma, or equivalent. Two – four years related experience in general office procedures and direct contact with the general public.
- ◆ Must have the ability to read and comprehend a broad scope of legal documentation.
- ◆ Must have excellent written and verbal communication skills.
- ◆ Must have basic computer knowledge of all Microsoft applications and Excel
- ◆ Requires ability to implement new technology
- ◆ Requires ability to operate office machines i.e. telephone, copiers and scanners.
- ◆ Must possess excellent public relations, communication and telephone skills.
- ◆ Must be able to work under pressure and meet deadlines in stressful situations.
- ◆ Must have a valid Texas driver license and be bondable
- ◆ Requires a professional appearance.
- ◆ Spanish speaking ability is preferred, but not required.

Application forms may be picked up at the Sutton County & District Clerk's Office, located in the Sutton County Annex, 300 E. Oak, Ste 3, Sonora Texas OR request via email county.district_clerk@co.sutton.tx.us OR download at:

https://www.co.sutton.tx.us/residents/employment_opportunity.php

Submit completed application and resume (optional) to:

Rachel Chavez Duran, Sutton County & District Clerk, 300 E Oak, Sonora, Texas 76950, Monday – Friday 8:30 am – 4:30pm OR email to county.district_clerk@co.sutton.tx.us

AN EQUAL OPPORTUNITY EMPLOYER