

**The Limestone County District Clerk's Office
Accepting Applications for Deputy Clerk**

Applications may be picked up and submitted between the hours of 8 a.m. – 5 p.m. Monday - Friday, in the District Clerk's Office, 200 W. State Street, Suite 206, Groesbeck, Texas 76642.

Applications will be accepted until position is filled.

This is a non-supervisory position, which involves independent judgment. Duties include performing data entry/clerical work requiring application of various complex work methods and procedures.

Requirements:

- High School diploma or equivalent
- Regular and punctual attendance
- Typing speed of at least 45 wpm
- Ability to operate standard office equipment, including telephone, copier, personal computer, etc.
- Intermediate to advance proficiency level of Adobe Acrobat Standard, Microsoft Outlook, Word and Excel
- Ability to meet and serve the public in a friendly and efficient manner
- Knowledge of basic writing, grammar, and spelling
- Ability to communicate orally, in writing and by telephone
- Ability to establish and maintain effective working relationships with co-workers, employees and officials in the other departments
- Must be self-disciplined and self-motivated in order to plan, prioritize and carry out assignments with minimum supervision and ability to meet deadlines

Previous experience in data entry, knowledge of numerical filing system and legal terms/documents, a plus.