

JOB OPENING

THE NOLAN COUNTY DISTRICT CLERK'S OFFICE HAS AN OPENING FOR A FULL-TIME DEPUTY CLERK THAT WILL BE AVAILABLE ON JUNE 14, 2021.

APPLICATIONS MAY BE PICKED UP FROM THE COUNTY AUDITOR'S OFFICE LOCATED IN NOLAN COUNTY COURTHOUSE, 100 EAST THIRD STREET, FIRST FLOOR, SUITE 102A, SWEETWATER, TEXAS.

PLEASE RETURN COMPLETED APPLICATION TO THE NOLAN COUNTY DISTRICT CLERK'S OFFICE, 100 EAST THIRD STREET, SECOND FLOOR, SUITE 200, SWEETWATER, TEXAS.

APPLICATIONS WILL BE ACCEPTED FROM MAY 25, 2021 THROUGH JUNE 4, 2021
(RESUMES ENCOURAGED)

APPLICANT MUST HAVE SKILLS INCLUDING BUT NOT LIMITED TO:

- 1) A MINIMUM OF HIGH SCHOOL DIPLOMA OR EQUIVALENT
- 2) ABLE TO MAINTAIN CONFIDENTIALITY
- 3) SPEAK INTELLIGENTLY & COURTEOUSLY ON THE PHONE
- 4) MUST BE DEPENDABLE, RESPONSIBLE, PERSONABLE, DETAIL ORIENTED & BE ABLE TO MEET ATTENDANCE REQUIREMENTS
- 5) USE STANDARD OFFICE EQUIPMENT & FILE EFFICIENTLY (IE: COMPUTER, COPY MACHINE, CREDIT CARD MACHINE, ETC.)
- 6) KNOWLEDGE OF WINDOWS ENVIRONMENT, EXCEL, PC HARDWARE, PRINTERS, WORD PROCESSING, & SCANNING PROCESS
- 7) MUST BE ABLE TO FOLLOW DIRECTIONS/INSTRUCTIONS
- 8) **MUST BE ABLE TO MULTI-TASK AND PAY ATTENTION TO DETAILS, AS THIS IS A VERY BUSY POSITION.**
- 9) MUST BE COMPETENT IN HANDLING MONEY AND MUST BE BONDABLE

A BACKGROUND CHECK WILL BE CONDUCTED.
NOLAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER