
FULL TIME POSITION AVAILABLE For DEPUTY COUNTY CLERK

~ available to start on April 15, 2024 ~

Applications may be obtained in the Nolan County Auditor's Office at 100 East 3rd Street - Suite 102

Please return application along with resume & references to:

NOLAN COUNTY CLERK
100 EAST 3RD STREET - SUITE 108
SWEETWATER, TX 79556

[Posting will remain open until position is filled](#)

The Nolan County Clerk serves as clerk and custodian of records for Commissioners Court, Constitutional County Court and Statutory County Court. Acts as recorder and custodian of important public records ensuring that they are maintained in a secure and archival manner. Serves as the Elections Officer for Nolan County Elections.

MINIMUM QUALIFICATIONS

- Must be bondable/able to pass drug test
- Must be able to hold information in confidence
- Must possess computer and accuracy skills
- Must have a high school education or GED equivalent
- Must be at least 18 years of age

DEPUTY COUNTY CLERK

- Assists the County Clerk with duties according to The Laws of the State of Texas; relating to Property Records, Civil Records (Civil, Probate, Guardianship), Vital Statistics Records (Birth, Death, Marriage), Military Discharge Records, Brands, Juvenile and Criminal Misdemeanor Records.
- Assists the County Clerk with the administration of Elections as prescribed by the Texas Secretary of State.
- Requires a friendly and helpful demeanor at ALL times. Strong interpersonal skills, such as diplomacy and problem solving, is required to deal effectively with the public, other employees, and elected officials. Must be able to receive direction, correction, learn quickly and articulate effectively. Must have excellent communication skills, strong computer knowledge, and be detail oriented.

The above is intended only as an illustration of the various types of work that may be performed.

NOLAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.