

MOORE COUNTY CLERK'S OFFICE WILL BE TAKING APPLICATIONS FOR DEPUTY COUNTY CLERK POSITION

PLEASE PICK-UP APPLICATIONS IN THE MOORE COUNTY CLERK'S OFFICE ROOM 107

APPLICATIONS WILL BE ACCEPTED IN ROOM 107 OF THE COUNTY COURTHOUSE TO FILL A VACANCY.
APPLICATION WILL BE ACCEPTED FOR REVIEW BY
BRENDA MCKANNA, COUNTY CLERK THROUGH MAY 3, 2019 AT 5:00 P.M.

APPLICANT MUST BE A U.S. CITIZEN
APPLICANT MUST FURNISH A CERTIFIED COPY OF BIRTH CERTIFICATE
APPLICANT MUST HAVE COMPUTER EXPERIENCE
APPLICANT MUST BE ABLE TO USE ALL TYPES OF OFFICE EQUIPEMNT
APPLICANT MUST BE ABLE TO EXERCISE CONFIDENTIALLY AT ALL TIMES
ADDITIONAL REQUIREMENTS: MUST BE ABLE TO PERFORM A VARIETY OF CLERICAL DUTIES, BE ABLE TO
MULTITASK, INDEPENDENT WORKER, CROSS-TRAIN IN DIFFERENT AREAS OF THE DEPARTMENT, HAVE
INTERPERSONAL SKILLS TO DEAL EFFECTIVELY WITH THE PUBLIC AND CO-WORKERS. RELIABLE IN HANDLING
AND PROCESSING MONEY PROPERLY. MUST BE BONDABLE, PASS SECURITY CLEARANCE THROUGH THE TEXAS
DEPARTMENT OF HEALTH SERVICES AND CRIMINAL BACKGROUND SEARCH.

ALL JOB DESCRIPTIONS AND SALARY WILL BE DISCUSSED AT THE TIME OF INTERVIEW.

ALL EMPLOYMENT WITH MOORE COUNTY CLERK'S OFFICE IS **"AT WILL"** AND NO CONTRACT OF EMPLOYMENT
EXISTS BETWEEN THE COUNTY, THE CLERK OR ANY INDIVIDUAL FOR ANY DURATION, EITHER SPECIFIED OR
UNSPECIFIED. THE COUNTY CLERK OR THE EMPLOYEE CAN TERMINATE THE EMPLOYMENT REALTIONSHIP AT
ANY TIME, FOR ANY LEGAL REASON OR FOR NO REASON AT ALL WITH OR WITHOUT NOTICE.