

MOORE COUNTY CLERK'S OFFICE WILL BE TAKING APPLICATIONS FOR ONE FULL-TIME & ONE PART-TIME  
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 SEPTEMBER 4, 2020 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.