



Robin Woods
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Job Announcement

The Montague County District Clerk's Office is currently accepting applications for a Full-time **Records/Deputy Clerk Position**. Normal working hours are Monday through Friday 8am to 5pm. Applications will be accepted starting March 12, 2024 and will end March 26, 2024. Applications are available in the Montague County Treasurer's Office located on the 4th Floor of the Courthouse or online at www.co.montague.tx.us. Only Applications with attached resumes will be considered. **Please return applications to the 4th floor of the Courthouse.**

Job Summary: Busy Office with varied responsibilities including but not limited to:

- Assist the public either in person or by phone with record searches including locating, retrieving, scanning, copying and emailing.
- Answer busy telephones.
- Maintain Records: including filing, scanning and preserving.

Qualifications: Applicants must have excellent computer skills including knowledge of Word and Excel. The position requires clerical experience with filing, telephones, scanner, copy, mail and fax machines. Must be able to work with public, have strong communication skills and be detail oriented. The job requires heavy lifting of Record Books and files. Applicants must be able to climb stairs multiple times each day.

Salary and Benefits: Annual Salary \$48,470.15

Benefits Include: Medical, Dental, Vision, Prescription Drug Coverage, Life Insurance, Retirement, Paid Leave including Annual, Sick, and Personal.

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