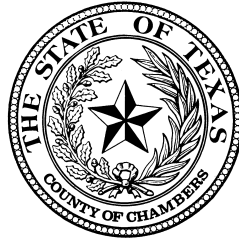


**PATTI L. HENRY
DISTRICT CLERK**



**POST OFFICE BOX NN
ANAHUAC, TX 77514
TELEPHONE: 409-267-2432
FAX: 409-267-8209
e-mail: districtclerk@chamberstx.gov**

EMPLOYMENT OPPORTUNITY

JOB TITLE: Part Time Clerk
DEPARTMENT: District Clerk's Office
LOCATION: Chambers County Courthouse, Anahuac, Texas
REPORTS TO: Chief Deputy
SALARY: \$11.00 per hour (20 to 30 hours per week)
APPLICATION PERIOD: August 1, 2018 until filled

JOB SUMMARY AND PRINCIPAL DUTIES: Performs a variety of accurate, general clerical work involving data entry, record retention and imaging for the District Clerk's office in accordance with the department procedures and statutory regulations. Specifically, needs to be able to adapt quickly to unfamiliar computer software, be familiar with judicial operations and terminology, and be proficient with Microsoft Office software.

QUALIFICATIONS: Minimum education requirements; a senior in high school; good keyboarding skills required; proficient with Microsoft Office software. Good written and verbal communication, organization skills and the ability to multi-task; Reliable and trustworthy.

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment

SUBMIT APPLICATION and RESUME TO:

**CHAMBERS COUNTY MAIN COURTHOUSE
DISTRICT CLERK'S OFFICE
404 Washington, Third Floor
Anahuac, TX 77514
(409) 267-2432
409-267-8209(fax)
Email: districtclerk@co.chambers.tx.us**

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.