



*Shirley Graham*

*Irion District & County Clerk*

**Irion County District Deputy Clerk  
Job Description**

The District County Clerk's office is in need of a Deputy Clerk. The Deputy Clerk will be under the supervision of the District Clerk.

**Primary Duties:** The Deputy Clerk will be responsible for computer entry and handling of money; filing papers and new court cases; waiting on the public and being responsive to the public; answering the telephone and responding to telephone request; working the mail; issuing all types of legal forms. Working Elections which will require some overtime and weekends and other related duties as assigned by the District Court.

**Minimum Qualifications:** High School diploma or GED; ability to type, be able to use a calculator; file alphabetically and have legible handwriting. Office or legal experience helpful.

Salary to be discussed during interview.

Deadline: January 31st, 2025

**Notice:** Federal law requires all employers to verify the identity and employment, eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

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