

IRION COUNTY FULL TIME JOB OPENING: CLERK'S OFFICE

Position Summary: This position performs a variety of clerical and administrative tasks in support of the functions of the department. **Education, Experience and Skill Requirements:** High School Diploma or Equivalent. Requires knowledge of computers and proficiency in Windows environment, familiarity with PC hardware, printers, and word processing. Must be dependable, responsible, personable, and detail oriented. Ability to maintain confidentiality. Must be competent in handling money and **must** be Bondable. Must have good problem-solving skills and the ability to doublecheck their own work for accuracy. Must be able to lift large heavy books and tolerate the dust and mold sometimes associated with old records. Background check will be conducted.