

JOB OPPORTUNITY

The County Clerk's Office is accepting job applications for a full-time position of Deputy County Clerk. Position will exist dependent on fund availability. Applicants must have:

- A. High School Diploma or Equivalent (GED)
- B. No Criminal Record (applicant must submit to fingerprint/criminal background check)
- C. General Office Skills, (Computer Literate, maintain files in systematic fashion, etc.)
- D. Verbal communication skills with public sector/bilingual preferred
- E. Ability to perform assigned tasks accurately, in a fast pace environment
- F. Work well with others and ability to perform multiple tasks
- G. Must be a people person

Job application is available at the County Clerk's office, 576 W. Main Room 153, Raymondville, Texas. Position will be open until filled.

Willacy County is an equal opportunity employer and shall not practice discrimination in any manner or on the basis of religion, handicapped status, age, race, national original or sex.

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