

JOB OPPORTUNITY

The County Clerk's Office is accepting job applications for a full time position of Deputy County Clerk. 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 but not required**
- 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 Willacy County website or 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 origin or sex.

Posted 12/29/2025