

## **JOB OPPORTUNITY**

### **DEPUTY DISTRICT CLERK**

Part-time position wanted in the District Clerk's office of Bandera County.

Individual will be responsible to the District Clerk. Job requires an individual with above average clerical and organizational skills, computer literate preferred. Public relations experience desirable. Must be a high school graduate or have GED equivalent.

The job regularly requires sitting, ability to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, crawl, climb or balance. Frequently lift up to 40lbs. Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception and ability to focus.

Applications may be obtained from the District Clerks Office, HR Department or on county's website [www.banderacounty.org](http://www.banderacounty.org) and submitted to the District Clerk located at 3360 State Hwy. 173 N., Suite 100 in Bandera, Texas Monday through Friday, between the hours of 7:30 A.M. and 12:00P.M. and 1:00 P.M. and 4:30 P.M. Completed applications can be returned to the District Clerk's Office or the Human Resources Office at 1207A Pecan, Bandera, TX.

**Deadline for accepting applications will be Wednesday, March 9, 2022.**

**Bandera County is an equal opportunity employer.**