



**Job Opportunity: Administrative Position aka Deputy Clerk
(Full-Time)**

Mitchell County Clerk's Office – Colorado City, TX

Starting Pay: \$15.00 - \$17.12 per hour (Based on experience)

Start Date: To Be Determined

Are you detail-oriented with strong computer skills and a passion for public service? Join the Mitchell County Clerk's Office as an **Administrative Position** and play a vital role in supporting our community.

Key Responsibilities

- Process and file public records with accuracy and efficiency.
- Provide courteous customer service in person, by phone, and via email.
- Issue marriage licenses, birth and death certificates, and other legal documents.
- Assist with court filings (probate, guardianship, criminal, civil, etc.).
- Support elections, including early voting operations.
- Handle daily financial and operational reports.

Essential Qualifications

- High School Diploma or GED.
- **Typing speed of 45-55 WPM** with high accuracy.
- Proficiency in **Microsoft Office** and general computer applications.
- Excellent organizational and communication skills.
- Ability to multitask and adapt to changing priorities.

Physical and Non-Physical Requirements

- Comfortable working in an office environment with frequent public interaction.
- Must maintain confidentiality and professionalism at all times.
- Pass a criminal history background check.

Benefits of Joining Mitchell County

As a County employee, you will enjoy:

- **Comprehensive health insurance plans** (medical, dental, and vision).
- **Defined benefit retirement system** through the Texas County and District Retirement System (TCDRS).
- Generous **paid time off** (vacation and sick leave).
- **Life insurance** coverage.
- **Employee assistance programs** and wellness initiatives.
- Access to **Flexible Spending Accounts (FSAs)** for healthcare and dependent care.
- Potential for **longevity pay** and more (specific benefits may vary).

How to Apply

Pick up an application at the Mitchell County Courthouse, Room 103, or request one via email at **ckern@co.mitchell.tx.us**. Completed applications should be returned to the County Clerk's Office.

Mitchell County is an **Equal Opportunity Employer** and does not discriminate based on race, sex, age, national origin, religion, or disability.

Mitchell County Clerk • 349 Oak Street, Room 103 • Colorado City, TX 79512

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