

WOOD COUNTY  
Job Posting

Position: Clerk II  
Opening Date: November 21, 2022  
Closing Date: December 9, 2022

**CLERICAL DUTIES:** Including answering the telephone, filing, typing, correspondence, setting up and closing files; preparing documents for all of the courts of the County, handling communications from other offices; assisting attorneys with projects; computer data entry; scanning case files to electronic data management system and other duties as assigned by the Criminal District Attorney; First Assistant District Attorney and Senior Office Assistant. This position works closely with other clerical staff and attorneys.

**REQUIREMENTS:** Oral and written communication skills and general knowledge of operation of office equipment and computer programs. Prior legal experience or experience working in a law office a plus.

**PHYSICAL DEMANDS:** Prolonged sitting, some lifting. Vision (ability to read communications and normal printed material), understandable coherent speech and normal hearing.

**SALARY:** \$35,000 - \$40,000 annually, commensurate with experience.

Interested candidates must submit a Wood County Job Application to Wood County Human Resources. Application forms are available at [www.mywoodcounty.com/page/jobs](http://www.mywoodcounty.com/page/jobs) or from the Human Resources Department.

Mailing address: P. O. Box 1733, Quitman, TX 75783;

Physical address: Wood County Courthouse, 1 Main Street, Room 212, Quitman, Texas.

Telephone: 903-763-4639

Fax: 903-763-4327.

Not every applicant will be interviewed.

**Passing a pre-employment urinalysis drug screen is required.**