

JOB POSTING

Applications accepted March 10 thru March 14, 2025, until 12 noon.

DEPARTMENT: Justice of the Peace #2 – Mineola Sub-Courthouse

JOB TITLE: Clerk II

REQUIREMENTS:

- High School Diploma or the equivalent
- Typing and Computer skills required
- At least 3 years' experience with general office and organizational duties
- Able to lift 35 lbs.
- Able to work 5 days per week (8 am-5 pm)
- Consistent attendance and timeliness is required
- No criminal history
- Ability to maintain filing
- Able to operate office equipment (scanner, fax, copier, etc.)
- Able to work with numbers and money
- Able to deal with difficult customers

DUTIES:

- Assist the public, both in person and on the phone in a courteous and professional manner
- Data entry
- Filing
- Accept payments and issue receipts
- Balance cash drawer daily and prepare bank deposits
- Perform other related duties as required or assigned

JOB AND SALARY INFORMATION:

- \$23.08 per hour
- Participation in County Retirement Plan
- Medical Benefits

Interested candidates must submit a Wood County Job Application and resume to the Wood County Human Resources Office, @ P. O. Box 1733, Quitman, TX 75783 or in person at the Wood County Human Resource Office, Courthouse 100 N. Main St., Room 104, Quitman, TX. Applications may be found on the county website at www.mywoodcounty.com under Employment Openings. Not all applicants will be interviewed.