**Position Open**

The Office of the **County & District Clerk** has a position open for **TEMPORARY PART TIME** **INDEX CLERK**

Requirements:

1. Secretarial experience
2. Bookkeeping experience
3. Have knowledge on Microsoft Office and Word Perfect
4. Must have Computer Skills
5. Typing skills (40-50 WPM)
6. Must be able to handle stress
7. Have Great customer service
8. Willing to learn and help others
9. High School Graduate or Equivalent (GED)

Applications can be picked up at the County Clerk’s Office. Applications to be submitted until position is filled.

Jim Hogg County has the right to accept or reject any applications.

AN EQUAL OPPORTUNITY EMPLOYER