



JOB LISTING

February 12, 2025

LEE COUNTY DISTRICT CLERK'S OFFICE

- POSITION** - FULL TIME / DEPUTY
- BENEFITS** - Holidays, Vacation, Personal, Sick Leave, Retirement, Insurance
- ELIGIBILITY**- High School diploma or equivalent
- REQUIREMENTS** - Computer experience (MS Office – will train on other software programs)
Must possess excellent public relations, communication & telephone skills
Must be able to be bonded & insured
Valid driver's license
- DUTIES** - Filing
Answering phones
Opening & processing mail
Basic bookkeeping
Run work-related errands
Accurate typing/data entry
Organize & maintain accurate records
Respond to requests & inquiries from general public
Handle a multi-task, occasionally fast-paced, environment
Effectively work closely with others
Work independently on assigned duties
Work will involve confidential information
Be available to occasionally work overtime
Moderate lifting up to 50 lbs.
Carry out all other duties not listed herein that might be required by the District Clerk for the proper operation of the department

Applications may be obtained from: Lee County District Clerk, 289 South Main St., Giddings, Texas, or download from the Lee County, Texas website: www.co.lee.tx.us.

Applications may be returned by mail or hand-delivery to the Lee County District Clerk's Office at P. O. Box 176, 289 S. Main St., Giddings, Texas, or emailed to tina.rodgers@co.lee.tx.us.

Deadline to submit applications: Open until position is filled