

**Motley County Commissioner's Court is accepting
Applications for position of Deputy Clerk**

Must have High School diploma or equivalent.

Must be a resident of Motley County.

Must not have a Felony Conviction.

Must have excellent computer skills with the ability to learn and utilize programs.

Must have customer service skills.

Must have phone and communication skills.

Must be willing and able to research public documents.

Must be able to lift 25 lbs.

Must be current on personal taxes.

Must be able to travel to mandatory schools for up to a week at a time.

Must have some understanding of some legal terminology.

Be able to work without constant supervision.

Stand or sit for extended period of time.

Have basic math skills.

Ability to multitask.

Be organized

Work long days during elections.

Able to balance bank records.

Must have excellent record keeping skills.

Willing to constantly learn.

Motley County will accept applications until April, 2nd 2021.

Send Resumes to:

Jim Meador

Motley County Judge

P.O. Box 719

Matador, Texas 79244