

BOWIE COUNTY COURTHOUSE
710 JAMES BOWIE DRIVE
NEW BOSTON, TEXAS 75570



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LORI CARAWAY
DISTRICT CLERK
BOWIE COUNTY, TEXAS

JOB POSTING

Position: Deputy District Clerk

Duties: Clerical and record keeping duties such as filing documents, process and maintaining court files, issue, and certify documents, expedite files to the requesting judge, coordinators, clerks, and courts. Assist customers both in person and on the phone, with public computers and respond to general inquiries regarding criminal/civil cases in a courteous and professional manner. Become familiar with policies and procedures, computer programs and statutory changes in civil/criminal law and other related duties as required or assigned.

Requirements: High School Diploma or the equivalent.
Must have good verbal and written skills.
Must be able to operate and use a personal computer and associated software.
Some knowledge of/or ability to learn applicable statutes, rules, regulations, and procedures.
Ability to lift 35lbs.
Must pass a drug test, physical exam and background check.
Regular attendance is essential.

Applications are online at co.bowie.tx.us under the Employment Opportunities Tab. Applications and resumes can be emailed to lori.caraway@bowiecounty.org or you may turn them in to the Bowie County District Clerk's Office on the 2nd floor of the Bowie County Courthouse, 710 James Bowie Dr., New Boston, Texas 75570.

Applications will be accepted until the position is filled.