



TINA PETTY
COUNTY CLERK, BOWIE COUNTY
710 JAMES BOWIE DRIVE
NEW BOSTON, TX 75570
TEL: 903-628-6742 FAX: 903-628-6729



October 17, 2025

Position: Deputy County Clerk

Duties:

File documents, proof, process, and maintain various Official Records. Issue Marriage License, Birth, and Death Certificates, and other related duties as required or assigned. Must be able to work and communicate with the public, co-workers, and other County offices courteously and professionally.

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 <https://www.co.bowie.tx.us/> under the Employment Opportunities Tab. Applications and resumes can be emailed to tina.petty@bowiecounty.org, or you may turn them in to the Bowie County Clerk's Office located in the Bowie County Courthouse, 710 James Bowie Dr., New Boston, Texas 75570.

Applications will be accepted until the position is filled.