



# TINA PETTY

COUNTY CLERK, BOWIE COUNTY

710 JAMES BOWIE DRIVE

NEW BOSTON, TX 75570

TEL: 903-628-6742 FAX: 903-628-6729



**Position:**

Deputy County Clerk

**Duties:**

FILE DOCUMENTS AND ISSUE RECEIPTS; PROOF PROCESS AND MAINTAIN VARIOUS OFFICIAL RECORDS ALONG WITH PROPER INDEXING; MAKE AND CERTIFY CERTAIN COPIES RECORDED IN CLERK'S OFFICE; ISSUE MARRIAGE LICENSE; FILE AND MAINTAIN PROBATE AND GUARDIANSHIP CASES; DEAL WITH CUSTOMERS, BOTH IN PERSON AND ON THE PHONE IN A COURTEOUS AND PROFESSIONAL MANNER AND PERFORM OTHER RELATED DUTIES AS REQUIRED OR ASSIGNED.

2023 AUG 29 PM 3:00  
RECORDED IN:  
BOWIE COUNTY, TEXAS  
TINA PETTY, COUNTY CLERK

**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](http://co.bowie.tx.us) under the Employment Opportunities Tab. Applications and resumes can be emailed to [tina.petty@bowiecounty.org](mailto:tina.petty@bowiecounty.org) or you may turn them in to the Bowie County Clerk's Office on the 1st floor of the Bowie County Courthouse, 710 James Bowie Dr., New Boston, Texas 75570.

Applications will be accepted until the position is filled.