



# TINA PETTY

COUNTY CLERK, BOWIE COUNTY  
710 JAMES BOWIE DRIVE  
NEW BOSTON, TX 75570

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



**April 8, 2022**

**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 in a courteous and professional manner.

**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@txkusa.org](mailto:tina.petty@txkusa.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.