

## **DEPUTY CLERK POSITION**

The Karnes County Clerk's office has an opening for a full time Deputy Clerk.

Duties include but not limited to:

Greeting and assisting customers with a variety of tasks including receipt, verification and proper processing of various documents and records

Maintaining and filing documents and files

Utilizing department specific computer systems o data input and retrieval

Collecting and being responsible for money paid for court costs, fines and fees

Perform other duties, special projects and tasks as assigned.

Completed applications may be emailed, mailed or taken in person to the County Clerk's office.

### Contact Information:

Carol Swize, County Clerk  
210 W. Calvert Ave., Suite 100  
Karnes City, TX 781187  
Office: 830-780-3938  
Fax: 830-780-4576  
Email: [carol.swize@co.karnes.tx.us](mailto:carol.swize@co.karnes.tx.us)