

IRION COUNTY CLERK'S OFFICE — NOW HIRING

Position: Office Clerk / County-District Deputy Clerk (**Part-Time transition to Full-Time January 2027**)

Location: Irion County Courthouse, Mertzon, TX

Duties Include:

- Assisting with public counter services (birth/death certificates, marriage licenses, property records, etc.)
- Filing, organizing, and maintaining official county records
- Data entry and record-keeping using office software and filing systems
- Answering phone calls and responding to public inquiries
- Assisting clerk with preparing court documents, minutes, and other administrative tasks
- General office duties (mailing, copying, scanning, maintaining supplies)

Qualifications:

- High school diploma or equivalent required; post-secondary education or relevant coursework a plus
- Strong attention to detail and accuracy
- Good verbal and written communication skills
- Basic computer skills (word processing, spreadsheets, e-mail)
- Ability to handle confidential information responsibly
- Friendly and professional demeanor when interacting with the public

Preferred:

- Previous clerical or administrative experience
- Familiarity with county or court records procedures

Compensation:

Commensurate with experience. Benefits may include vacation, sick leave, and participation in county retirement program.

How to Apply:

Submit a resume (and cover letter, if available) and application to:

Irion County Clerk's Office

209 N Parkview

Mertzon, TX 76941

Or e-mail to: irionclerk@co.irion.tx.us

If you prefer, you may apply in person between **9:00 a.m. – 3:00 p.m., Monday–Friday** (excluding county holidays).

Deadline to Apply: January 23, 2026 by 4:00 p.m.