Titus County District Clerk’s Office is looking for a Deputy Clerk.

Job includes:

Helping the public in a kind and courteous manner. Processing passport applications, dealing with jurors, handling confidential records. You will also be required to have computer knowledge as you will be processing court documents that come through e-file system. High School Diploma or equivalent are required. Please bring resumes to Titus County District Clerk’s Office: 105 W. 1st Street, Mt. Pleasant, TX.