



**Madison County**  
**Justice of the Peace**  
101 W. Main, Room 130  
Madisonville, Texas 77864  
(936)348-5151 fax : (936)348-3989

**FILED**  
AT 2:19 O'CLOCK P. M.

SEP 11 2019  
*Susanne Morris*  
SUSANNE MORRIS, County Clerk  
BY \_\_\_\_\_  
DEPUTY, MADISON COUNTY, TEXAS

DATE: September 11, 2019

Closing Date: Will take applications until position is filled.

POSITION: TEMPORARY - PART TIME  
CLERK

HOURS/PAY: 20 HOURS A WEEK/\$12.00 HR.

**QUALIFICATIONS:**

High School Diploma or G.E.D equivalent is required.  
Must be skilled in money handling practices, the use of general office equipment, 10 key and computer programs such as excel, word, etc. and telephone.

Must be able to establish and maintain effective working relationship with coworkers, county employees, and elected/appointed officials and the general public, bilingual a plus.

BENEFITS: NONE

APPLICATIONS can be picked up at:

Madison County Justice of the Peace  
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Madisonville TX 77864

OR on line at [www.co.madison.tx.us](http://www.co.madison.tx.us)