

**COUNTY OF PANOLA
CARTHAGE, TEXAS**

EMPLOYMENT NOTICE

Pay Range: \$14.00 per hour
Department: District Clerk
Supervisor: Lindsey Smith

The Panola County District Clerk's Office is currently accepting applications for a Temporary Clerk (Records Preservation). Temporary employees are hired on a short-term basis for a specific time period not to exceed six (6) months or for a specific assignment or project. The hours worked each week will be determined once the position is filled. Clerical duties under the direction of the District Clerk shall include sorting and organization, stamping, proofreading, scanning, and filing away documents. Deadline for submitting applications is May 14, 2025 at 5:00 p.m. Applications can be picked up at the District Clerk's Office located at 110 S. Sycamore, Room 227, Carthage, Texas 75633.