

For Appointment: Mason County District & County Clerk

Job Status: Full-time

Mason County is seeking qualified applicants to serve as the Appointed Mason County District & County Clerk. This appointment is to fulfill the current unexpired term of office through December 31, 2026. Responsibilities of this Office include overseeing all Clerk's office operations:

The County Clerk acts as the custodian of records for the Commissioners Court & Constitutional County Court. The Clerk serves as a recorder and custodian of important public records such as bonds, deeds, birth and death certificates, assumed names and livestock brands. Additionally, the clerk serves as the chief elections officer for Mason County.

District Clerk responsibilities include acting as the custodian of all records for the District Courts. The District Clerk indexes and secures all court records, collects filing fees and handles funds held in litigation and money awarded to minors. Furthermore, the clerk coordinates the jury panel selection process and manages court registry funds.

An appointed county officer must be a registered voter and a resident of the county for six months at the time of the appointment. For more detailed information regarding the duties, responsibilities and requirements of becoming a District & County Clerk, please visit www.cdcatexas.com.

To be considered for this appointment, please submit a completed application to the Human Resources office. For more information on the Mason County District & County Clerk opening or to submit an application, please reach out to Ayla Reyes, Human Resources Administrator, at ayla.reyes@co.mason.tx.us or call 325-347-5251. Applications and job description can be picked up from the HR office located in the Mason County Courthouse at 201 Ft. McKavitt Street or found on the county website at www.co.mason.tx.us. Mason County is an EEO employer.