

COAHOMA COUNTY BOARD OF SUPERVISORS

JOB OPENING

Position/Job Title: Deputy Chancery Clerk

Range of Pay: Depending on Experience

Job Responsibilities:

- Records and files documents such as deeds and mortgages, lis pendens notices, construction liens, powers of attorney, federal tax liens and DD214's.
- Collects delinquent property taxes.
- Maintain homestead exemption applications.
- Handles child custody cases, name changes, birth certificate corrections, removals of minority, land disputes, adoptions, mental health commitments, alcohol and drug commitments.
- Notifies and collects prior year's property taxes and acts as an acceptance agent for passports.
- Performs notary duties.

Education:

- Minimum High School Degree; 2 Years College Preferred
- Work experience acceptable in lieu of education.

Experience/Minimum Qualifications:

- Typing/computer/data entry skills a must.
- Experience dealing with cash and the public.
- Must be bondable.

Applications will be taken at the WIN Job Center, 236 Sharkey Avenue, Clarksdale, Mississippi through September 30, 2019 or until position is filled.

Coahoma County, Mississippi is an EQUAL OPPORTUNITY EMPLOYER.