

County/District Clerk

This is to fill a vacancy in an elected office which will require the office appointee to file for re-election in December of 2023.

The County/District Clerk's position includes all of the responsibilities listed below.

County Clerk Duties

- Serves as clerk and custodian of records for the commissioners' court, constitutional county court and statutory county courts
- Acts as a recorder and custodian of important public records, including all bonds, deeds, birth and death certificates, assumed names and livestock brands, ensuring that records are maintained in a secure, archival manner
- Issues marriage licenses
- Serves as chief elections officer
- Conduct elections and election duties

District Clerk Duties

- Serves as clerk and custodian of all records for the District Courts
- Indexes and secures all court records, collects filing fees, and handles funds held in litigation and money awarded to minors
- Coordinates the jury panel selection process
- May process passport applications
- Manages court registry funds

Clerk Qualifications

The District/County Clerk must meet the following qualifications:

- U.S. Citizen
- Resident of Texas for at least 12 consecutive months
- Resident of the county for at least six consecutive months
- Registered to vote in the county
- At least 18 years of age
- Not have been finally convicted of a felony from which they have not been pardoned or otherwise released from the resulting disabilities
- Not have been determined by a court with probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote