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Hood County TX hiring: Part-Time Clerk (Environmental Health) — DOE; open until filled

Filed October 5, 2026 · Notice Nearby publisher desk · Hood County R272

Official apply: https://www.hoodcounty.texas.gov/job_detail_T11_R272.php

Also on ZOST Help Wanted: ZW-GOV-HOOD-R272 — <https://zost.app> — listing https://zost.app/adverts/cadv_gov_hood_tx_R272. ZOST is Record of Sale LLC's help-wanted board for this Hood County opening.

Part-time does not mean part-useful. Hood County Environmental Health needs a part-time clerk who can keep the paper trail tidy while the inspectors chase the field work.

Hood County, Texas, lists Part-Time Clerk under Environmental Health on the official county employment page. Record id R272. Employment type: Part-Time. Pay as published: DOE. Closing: Until Filled.

Examples of duties from the official posting include: Data entry into SAFE software.; Monitoring, tracking, and maintenance of files for aerobic on-site sewage facilities, including preparation of official notices and court dates.; Assisting property owners to achieve compliance through providing the necessary information needed.; Filing, faxing, scanning, and making copies.; Answering the phone and directing callers to the appropriate person/department..

Eligibility / qualifications (from the official posting, abbreviated): High School diploma or GED;; At least one year of previous office experience required.; Type consistently and accurately.; Communicate in an effective professional manner using tact and consideration for the public.; Problem solve and count correctly.; Stand and/or walk for long periods of time. Read the full class specification on the county site before you apply.

How to apply: use the official Hood County job detail page and the linked Application packet. Official job detail (primary .gov source): https://www.hoodcounty.texas.gov/job_detail_T11_R272.php. Application packet: <https://hoodcountytexas.documents-on-demand.com/document/0d9d951b-0825-ef11-a407-000c29a59557/Application%20P>

acket%206-7-2024.PDF. County jobs list:

https://www.hoodcounty.texas.gov/departments/personnel/employment/current_opportunities.php.

Hood County hub on Notice Nearby: <https://noticenearby.com/tx/hood>. This paper summarizes a public county job posting for readers. It is not a legal notice and not Legal Publication. Always read the full posting on [hoodcounty.texas.gov](https://www.hoodcounty.texas.gov) before applying. Notice Nearby and ZOST do not accept applications or résumés.

Employer and title

Employer: Hood County, Texas. Department: Environmental Health. Title: Part-Time Clerk. County record: R272.

Pay and closing

Pay as published on the county jobs list: DOE. Type: Part-Time. Closing: Until Filled. Listed/posted: 10/01/2026, 2:25pm.

Eligibility

From the official detail page: High School diploma or GED;; At least one year of previous office experience required.; Type consistently and accurately.; Communicate in an effective professional manner using tact and consideration for the public.; Problem solve and count correctly.; Stand and/or walk for long periods of time.

This is an open county recruitment on the public jobs board (not marked promotional-only on the list page). Confirm any license, notary, education, or experience requirements on the official posting.

How to apply

- 1) Read the official detail: https://www.hoodcounty.texas.gov/job_detail_T11_R272.php
- 2) Download the Application: <https://hoodcountytexas.documents-on-demand.com/document/0d9d951b-0825-ef11-a407-000c29a59557/Application%20Packet%206-7-2024.PDF>
- 3) Submit only through Hood County's published process — not to Notice Nearby, Pasos USA, or ZOST.

Notes

- Source list: https://www.hoodcounty.texas.gov/departments/personnel/employment/current_opportunities.php (fetched 2026-10-05 PT).
- Source detail: https://www.hoodcounty.texas.gov/job_detail_T11_R272.php (fetched 2026-10-05 PT).
- Image: official Hood County seal from [hoodcounty.texas.gov](https://www.hoodcounty.texas.gov), watermarked with site logo and text "Sourced from Record of Sale LLC".
- ZOST desk listing: [cadv_gov_hood_tx_R272](#) / ZW-GOV-HOOD-R272 geo TX/hood.
- Not Volume Concrete mail. Not a paid placement. Content-only Neon+Blob.

noticenearby.com/papers/hood-tx-part-time-clerk-r272