

BOSQUE COUNTY CLERK – RECORDS DEPARTMENT
DEPUTY CLERK JOB DESCRIPTION

1. All in-coming documents must go through Chief Deputy to disburse.
2. Filing (letter, documents, files etc...)
3. Filing of New Criminal, Probate, Civil cases when needed
4. Answer telephone and assist customers with courtesy
5. Enter documents into the Events
6. SCAN ALL documents
7. Process fees for all cases when necessary
8. Cash Out at the end of the day (run reports, count money, make Deposits daily)
9. Keep drawer locked at all times, keep change available in drawer (If change needed must obtain before bank closes (4:00 PM)).
10. Assist in all Election Process
11. Index and scan the Commissioner's Court Minutes
12. Keep a good communication with each other for the better service of the customer and better process of the cases
13. And all other miscellaneous duties (fill up copy machine w/ paper, supply cabinet in order, help keep all areas of the office clean, (help clean fridge and microwave when needed.)
14. OTHER DUTIES AS ASSIGNED BY CHIEF DEPUTY OR COUNTY CLERK