

Job Title: Deputy County Clerk

Department: County Clerk

Reports to: County Clerk

Hours: Full time clerk – 40 hours/week

Position Summary: This position provides for the daily operations for the recording/scanning of the Official Public Records, Vitals Records, assisting with cases filed in the County Court at Law, assisting with Elections and provide assistance as needed to other employees within the department. The County Clerk's office works closely with the County Court at Law, the County Judge and Commissioners Court.

Primary Duties:

- Processing daily documents for recording
- Indexing and scanning of records
- Processing Vital Records (Birth/Death/Marriage)
- Greeting and assisting customers on the phone and in the office
- Assist in filing of cases in the County Court at Law
- Collecting fine, court cost and restitution
- Assisting with Elections with voting machine testing and delivery

ADDITIONAL RESPONSIBILITIES:

- To perform any duty assigned by the County Clerk or Chief Deputy within the scope of the responsibility of the department
- Ability to cooperate, maintain calm demeanor in a hectic, fast paced office, and interact with co-workers and the public frequently
- Regular attendance and timeliness is required
- Occasional late night and weekend hours due to Elections
- Attend and complete any training required by the County Clerk
- Criminal background check required to access TxEVER System for Vital Records

EDUCATION/EXPERIENCE:

- High school diploma or equivalent required
- Two years' experience in a related field; or equivalent combination of education and related experience required

WORK ENVIRONMENT/CONDITIONS:

- Work is performed indoors, moderate noise level
- Must maintain professional business attire

SKILLS, KNOWLEDGE AND ABILITIES:

- Basic computer and typing skills
- Ability to apply common sense in performing tasks
- Ability to efficiently operate office equipment
- Proficient in both oral and written communications
- Must be dependable, detail oriented and fully understand confidentiality
- Ability to handle multiple tasks and make deadlines
- Ability to associate with all county departments in a professional manner

Physical Requirements:

- Ability to lift/carry to waist high level 50+ lbs.
- Must be able to sit in a stationary position at least 50% of the time
- Must be able to walk, stand move about an office and other departments
- Ability to bend, twist, stoop, kneel and reach to retrieve books, files and documents
- Ability to see, hear and use fine motor skills to operate a computer, various office equipment such as a printer, calculator and phone
- Must be able to talk and communicate with others and give accurate information

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

JOB DESCRIPTION

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date