



JOB DESCRIPTION

WORKING TITLE: **DEPUTY CLERK**
DEPARTMENT: **DISTRICT & COUNTY CLERK**
REPORTS TO: **DISTRICT & COUNTY CLERK**

GENERAL DESCRIPTION

This position is a non-exempt position that performs a variety of clerical duties to provide support for the daily operations of the Clerk's office. This is a full time, regular position. The Deputy Clerk is required to be bonded and take the oath prescribed for officers of the State of Texas. The Deputy Clerk performs in the name of the Clerk all official acts of the office including a variety of accurate legal secretarial, clerical and accounting support tasks for the Clerk's office.

EDUCATION REQUIREMENTS

- High school graduate or equivalent
- Attendance at out of town continuing education seminars when assigned

SKILL REQUIREMENTS

- Must possess a cooperative and positive attitude at all times
- Must have and maintain the ability to work with other members of both the clerk's office and courthouse staff
- Must have the ability to speak English clearly to be understood by others
- Must understand written sentences and paragraphs in English
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Must have the ability to read and understand information and ideas presented in writing
- Must have and maintain the ability to work independently
- Must have and maintain the ability to use computer systems and other technology necessary to perform duties
- Must have and maintain the ability to concentrate on a task over a period of time without being distracted
- Must have and maintain the ability to accept and execute changes in office procedures including those mandated by law
- Must possess the ability to respect confidentiality of records according to law

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to talk, hear, see, sit, stand, kneel, climb steps, feel, use fingers to handle and use arms to reach and carry
- Required to be able to sit and stand for prolonged periods of time
- Required to lift up to 10 pounds regularly and up to 30 pounds occasionally
- Specific vision required by this position includes both up close and distance

ESSENTIAL RESPONSIBILITIES AND DUTIES (under the direction of the Clerk)

- Regular attendance is required
- Must arrive at work on time prepared to perform assigned duties and work assigned schedule
- Process and prepare documents – such as government forms, letters, memos, billings and reports
- Review files, records and other documents to obtain information to respond to requests from the Clerk, the Court, lawyers, judges, other elected officials/department heads and/or the general public
- Maintain and update filing, inventory, mail and data base systems – either manually or by using a computer
- Operate office machines – such as computers, phones, copiers, scanners, faxes and calculators
- Compile, copy, sort, and file records of the office
- Communicate with customers, employees and other individuals to answer questions, disseminate or explain information and address complaints
- Collect, count and disburse money; do basic bookkeeping and complete a variety of banking transactions
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail
- Answer telephones, direct calls and take messages
- (See Clerk for task sheet for specific responsibilities and duties)

Guidelines for performing most office tasks can be found in the procedure manuals.

ADDITIONAL RESPONSIBILITIES

- Run errands for the office – including, but not limited to, the bank, post office, courthouse and/or courthouse/law enforcement annexes
- Be prepared to perform other duties as assigned

SPECIAL CONDITIONS

- Required to consent to a criminal background check
- Required to occasionally work extra time – may include weekends and evenings
- Required to dress in casual business attire at work daily
- Required to be bondable under the Clerk's Official Bond
- Required to possess and maintain a valid Texas Driver License