

Goliad County

Job Description

Job Title: Deputy Clerk

Department: County and District Clerk

Reports To: County District Clerk and/or Supervisor

FLSA Status: Non-exempt

GENERAL DESCRIPTION

Performs clerk work under the supervision of the Chief Deputy; receives processes and records documents for Real and Personal Property, Vital Statistics, Court and other records processed by the office of the County Clerk. Assists customers at the counter and by telephone in relation to the services and procedures of the Clerk's office.

EXAMPLES OF WORK PERFORMED

Type correspondence and other documents and materials using a typewriter and/or computer data processing software.

Enters information on office records to the computer and retrieves information to respond to inquiries.

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting, stuffing and mailing documents.

Processes requests for information or documents. Searches files of the Clerk's office to obtain needed information.

Accepts and processes legal documents, collects fees, and files papers after recording.

Assists the public in person, or by telephone, convey messages, make telephone calls, faxes and distribute mail.

Proof-reads, records, and conducts research as needed on documents filed in the County Clerk's Office.

Perform other duties in other departments which may include any of the following: Deed Records, Civil, Probate, Collections, Marriage, Accounting, Criminal, Vital Statistics, Assumed Name Records and Commissioner's Court.

Must have ability to work well with others.

Regular attendance is a must. Hours of operation: 8 A.M. to 5 P.M., Monday through Friday

Performs other duties as assigned which may include attending criminal, civil and Commissioners Court (as assigned).

GENERAL QUALIFICATION GUIDELINES:

Experience and Education:

High school diploma or GED required.

Experience may be used in lieu of education.

Bilingual ability is helpful.

Ability to fill out reports, answer telephones, prepare and route correspondence accurately distribute messages, and speak effectively to the public.

Knowledge and ability to operate computer database systems and software such as Microsoft Office-Word, Excel, etc.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

CERTIFICATES, LICENSES, REGISTRATION:

Valid Texas Driver's License and current liability insurance.

Knowledge, Skills, and Abilities

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear.

The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.