

GILLESPIE COUNTY
Job Posting Announcement

Posting Date: 9.26.2022

Closing Date: Until filled



Available: 10.3.2022

Position/Title: Deputy Clerk

Department: County Clerk

Pay Grade: 10, starting rate \$15.90/hour

GENERAL DESCRIPTION:

The Deputy Clerk for the County Clerk's office performs specific clerical functions such as record, scan, index and check out documents. This position will also issue certified copies of birth, death, and marriage certificates; issue marriage licenses; assist in probate matters; file assumed names and assist the public in conducting searches of records.

ESSENTIAL JOB DUTIES:

Essential duties/functions, under the supervision of the County Clerk, may include but are not limited to the following:

1. Prepare recorded documents for scanning.
2. Check out recorded documents.
3. Burn CDs for various companies.
4. Check over microfilmed documents before indexing.
5. Issue Marriage Licenses.
6. File and record Instruments pertaining to Real Property.
7. Issue Certified Copies of all Vital Statistics.
8. Assist with photocopies as needed.
9. Answer routine telephone and personal inquiries concerning the County Clerk's office.
10. Coordinate office functions with other County departments.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ideal candidate will have the ability to:

1. Maintain confidentiality of records as required by law.
2. Communicate effectively, both orally and in writing.
3. Effectively use office equipment such as computer, copier, scanner, and calculator.
4. Perform assigned duties without continual supervision and make sound, independent judgments.
5. Manage multiple and changing priorities as may be necessary.
6. Establish and maintain effective working relationships as necessitated by work assignments.
7. Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
8. Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
9. Perform related duties / functions as may be required or as delegated by the County Clerk.

EDUCATION AND EXPERIENCE:

One to two years of clerical experience preferred.

- Must be at least 18 years of age.
- Must consent to and pass criminal background check.
- Bi-lingual in English and Spanish helpful.
- SECURITY REQUIREMENT - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. For more information on CJIS requirements, visit the Texas DPS CJIS system Access policy and chart within the documents section:
<https://www.txdps.state.tx.us/SecurityReview/documents.htm>

Application Information:

An Application must be completed for each position. No résumé's accepted in lieu of an application form. Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: jdoss@gillespiecounty.org

or mail to:

Gillespie County
101 W. Main St., Mail unit #11
Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.