

COUNTY OF GILLESPIE

JOB DESCRIPTION

Deputy Clerk
For

County Clerk Office

PAY GRADE: 10

PAY RANGE: Starting at \$13.90 - Hourly, Non-Exempt

DESCRIPTION OF POSITION:

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 DUTIES / FUNCTIONS:

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

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

SKILLS and ABILITIES

The ideal candidate will have the ability to:

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

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- High School Diploma or equivalent.
- 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>

WORKING CONDITIONS and SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. Location of this position is in the Gillespie County Courthouse which consists of a normal office environment with heat and air conditioning in a multi-person work area. Occasional work will be done in storage areas which have little to no air handlers.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, calculator, typewriter, fax, scanner, copier). The position also requires prolonged periods of sitting and standing. Daily placement of records within filing system will require stooping/bending and moving/lifting/pulling storage files and boxes.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature_____

Date_____