

# EASTLAND COUNTY

## JOB DESCRIPTION

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Position Title: Deputy Clerk Department: District Clerk

Reports To: District Clerk Salary Range: \$12.71 per hour

Non-Exempt Full-Time Position

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**Position Summary:** Deputy Clerks assist the District Clerk as custodian of record for all cases filed in District Court in accordance with the laws, codes, statutes, and regulations. Deputy Clerks perform record keeping and financial receipt duties. This position assists the public as they enter the office and when contacting the office by telephone or e-mail.

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**Essential Job Functions (listing most important first):**

- 1 . Greet and assist the public in the office, on the phone and through e-mail.
  - 2 . File all case information both electronically and in paper format. Issuing documents to the proper entity.
  - 3 . Receive payments and record in case management system.
  - 4 . Report preparation.
  - 5 . Process passport applications.
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**Additional Job Duties:** Detailed data entry, scanning, organizing, completing and processing forms, copying and filing documents, scheduling and maintaining calendars, corresponding with attorneys and other professional colleagues. Utilize programs such as Microsoft Office, Word, Excel and various County Government programs. Use and maintain basic office equipment such as fax, copier, printers and scanners. Cash handling and receipting. Prepare various reports and forwards to appropriate agencies.

**EDUCATION** High school diploma or equivalent

**EXPERIENCE** Clerical experience preferred

**REQUIRED SKILLS** Highly Organized and Detailed Oriented with Strong computer knowledge. Ability to Multi-Task. Ability to read, analyze, and interpret legal documents, laws, codes, statutes, and procedures for the District Clerk's Office. Ability to write reports, business correspondence and procedure manuals.

**PREFERRED SKILLS** Ability to work with the public in a courteous and professional manner. Communicate effectively in both oral and written forms.

**PHYSICAL REQUIREMENTS** Ability to sit at a desk for long periods of time. Ability to walk, stand, stoop, kneel, and reach while performing office duties. Must be able to occasionally lift or move weight up to 50 pounds.

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*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.

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## ***JOB DESCRIPTION***

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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.

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Employee's Signature

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Date

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Department Head Signature

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Date

