

EASTLAND COUNTY
JOB DESCRIPTION

Position Title: Deputy County Clerk

Reports to: County Clerk

Department: County Clerk

Position Summary:

Provides a variety of accurate general, clerical support work involving typing and/or data entry skills, retrieving books and files of all sizes for the County Clerk's office in accordance with departmental procedures and regulations. Has primary specialized clerical duties assigned but should be capable of performing all listed duties.

Essential Job Functions (listing most important first):

1. Assists the general public and private businesses by responding to inquiries and requests for access to public records and by providing other information requested
2. Able to take money, make change and balance daily receipts accurately, issue receipts for all financial transactions in County Clerk's office.
3. Prepare, issue, index, file, copy and record documents pertaining to real estate, vital records, County Court and other records of the County Clerk's Office.
4. Responds to correspondence and mail documents to agencies, firms, organizations.
5. Perform various duties for the Probate Court, Criminal Court and Commissioners' Court.

EDUCATION: GED or High School Diploma

EXPERIENCE: Prior history of working with general public and handling of monies.

REQUIRED SKILLS: Operate a computer, type accurately, operate other types of routine office equipment, apply business English, spelling, math and office practices; make decisions in accordance with established departmental rules, regulations and statues, maintain complex records and files, apply effective bookkeeping procedures and maintain accurate bookkeeping records, operate a calculator by touch, establish and maintain effective relationships with co-employees, other county employees and officials and the general public, demonstrate proficiency in both oral and written communication and work with interruptions.

PREFERRED SKILLS: Operate a computer, type accurately, operate other types of routine office equipment, apply business English, spelling, math and office practices; make decisions in accordance with established departmental rules, regulations and statues, maintain complex records and files, apply effective bookkeeping procedures and maintain accurate bookkeeping records, operate a calculator by touch, establish and maintain effective relationships with co-employees, other county employees and officials and the general public, demonstrate proficiency in both oral and written communication and work with interruptions.

PHYSICAL REQUIREMENTS: daily climb stairs, daily use a step ladder and an aluminum 6' ladder to retrieve books for public or office use as needed or requested, stand and/or sit for long periods of time and lift 5-35 pounds

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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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.

Employee's signature

Date

County Clerk's signature

Date