

## **Job Description: DEPUTY CLERK**

**Class No.** 406  
**Position No.** 403-8769  
**Grade/Step:** 4/1

**Department:** County Clerk  
**EEOC Category:** Administrative Support  
**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

This position requires telephone skills and general office procedures. This individual has daily contact with the public. Requires an analytical and extensive comprehension of legal documents and the ability to read interpret and apply the applicable legal statute to the task at hand. All duties of this position are governed by Texas Statutes. This position also requires a working knowledge of Microsoft Windows, and the ability to retain a vast amount of information regarding the inner workings of virtually every county entity. This is a full-time position and is essential that the individual be at work during the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding sanctioned holidays, scheduled/approved vacation, or illness as stated in the guidelines of the employee manual. The position requires close interaction and teamwork between co-workers and supervisors.

### **ORGANIZATIONAL RELATIONSHIPS**

This position works under the general direction of the supervisor. This position is a non-supervisory position and has frequent contact with co-workers, other county employees, and the general public.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Using customized software for county government this position requires the employee to perform the following:

1. Create from legal documents an index whereby recorded and scanned images may be searched and retrieved electronically as required by legal statute.
2. Examine legal documents with a given set of requirements for recording validity as required by legal statute. (Currently 100-200 per day)
3. Cashiering of legal documents; demanding basic computer literacy and working knowledge of windows environment and critical concentration. (Currently 100-200 per day)
4. Record electronically and accurately mark each legal document presented for archiving purposes as required by law. (Currently 100-200 per day)
5. Ascertain from usually vague information, enough facts to properly instruct the public, attorney's title companies, etc. in proper procedures.
6. Electronic image scanning of all legal documents. (Currently 100-200 per day)
7. Examining and arranging in sequential order all hard copies of legal documents on a daily basis as a part of a disaster recovery plan mandated by statute. (Currently 100-200 per day)
8. Reconcile cash, checks, and escrow accounts to daily cashdrawer report.
9. Generate daily cashdrawer transaction report.
10. Generate copies/certified copies of various types of legal documents as required by legal statutes.
11. Assist public in searching records electronically and manually.
12. Prepare all incoming mail for recording.
13. Qualify applicants and prepare marriage license (process takes 20-30 minutes; may have as many as 10 in a day).
14. Cashier, record, and scan birth and death certificates. This requires communicating with state offices, hospital personnel, funeral directors and other professional personnel.
15. Prepare certified copies of birth, death, and marriage certificates.
16. Qualify application for beer/wine license. Requires some coordination with the TABC officer and County Judge.
17. Issue birth/death certificates to qualified applicants.

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18. Maintain logs for security paper and recording numbers as set forth by office policy mandated by the state. (Required by Bureau of Vital Statistics)
19. Assist the public in researching genealogy.
20. Make entries on court dockets concerning actions taken while in courtroom.
21. Pull folders for court – file those folders after all paperwork is complete.
22. Prepare and process judgments.
23. Process defendants when finished in Court
24. Accurately file-stamp all documents, index and enter into the computer system.
25. Intake money and process payments.
26. Deliver various legal documents to the appropriate judge(s) for approval and signature.
27. Process and prepare files on Motion to Revoke/Motion to Adjudicate.
28. Process and issue bench warrants.
29. Process cases with amended conditions of probation.
30. Process release from probation (standard and unfavorable).
31. Process Motion to Revoke/Motion to Adjudicate dismissals
32. Process returns on warrants and bonds.
33. Process and prepare subpoenas and other legal instruments as authorized by the court or requested by attorneys or other parties.
34. Answer mail
35. Issue certified copies
36. Answer main telephone line.
37. Position allows for general accountability based on a given set of guidelines. Individual is allowed to use professional judgment but is never authorized to make changes to standard office policies.
38. The employee must adhere to a professional dress code. The professional atmosphere of the office is dependent upon the employee utilizing good judgment in professional dress and appearance.
39. Perform other duties as may be assigned by supervisor or required by statute.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk to various areas of the County buildings.

The employee must occasionally lift and/or move up to 25 pounds (forms, files, etc.). Specific vision abilities required

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by this job include close vision and ability to adjust focus. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed, and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Adherence to an extensive group of regulated office procedures and legal statutes.
2. Judgment must be administered to a group of specific laws where there are no proven guidelines.
3. Individual must be able to perform several critical tasks at a time while maintaining proficient accuracy and attention to critical detail.
4. Proficiency in legal verbiage and extensive comprehension of a specific group of laws regulating the issuing and archiving of official public records, birth, death, marriage records and court records.
5. Individual is required to sign a confidentiality agreement.
6. Use of customized software specifically designed for county government by which all accounting reports and records research are performed.
7. This position allows for general accountability based on a given set of guidelines.
8. Individual is allowed to use professional judgment but is never authorized to make changes to standard office policies.
9. Must have the ability to read and comprehend a broad scope of legal documentation.
10. This position must be able to effectively communicate in written and oral form.
11. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
12. Individual must be able to perform basic accounting skills, balance to cashdrawer and effectively make change. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must exercise good public relations.
13. It is imperative that the individual possess the ability to calm difficult people.
14. Must be able to adapt to software changes and procedural changes with regard to the general office and computer within the thirty (30) days of implementation.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Graduation from High School or a General Education Development (GED) certificate is required. Two (2) to four (4) years related experience in general office procedures and direct contact with the general public; basic level computer literacy and working knowledge of Windows 2000. Bilingual a plus, but not required.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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**NOTICE:**

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 any other job-related duties requested by their supervisor.

All 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.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.