



CALDWELL COUNTY

Job Title: Deputy Clerk
Department: County Clerk/ Probate/Civil
Location: 1703 S Colorado St, Lockhart, TX 78644

Salary:
FSLA Status: Non-Exempt

*Applications will be accepted until the position is filled.

*Please return job application to County Clerks Office.

SUMMARY

This position performs a variety of clerical duties to provide support for the daily operations of the County Clerk.

The employee will work under the general supervision of the County Clerk and Chief Deputy Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive and respond to requests from various agencies and/or the general public
- Process, record, scanning documents pertaining to the County clerk's office.
- Ability to operate computers and other electronic office equipment
- Compile, copy, sort, and file records of the office
- Communicate with customers, employees, and other colleagues to answer questions, disseminate or explain information, and address complaints. Collect, count, and disburse money.
- Answer telephones, direct calls, and take messages.
- Regular attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule and perform other duties as requested.
- Run errands for the including, but not limited to, the bank, post office, courthouse, and/or courthouse annexes.

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 management.

QUALIFICATIONS

- Required to be bondable under the County Clerk's Office
- Must pass a criminal background check
- Must have and maintain the ability to work independently
- Ability to multi-task
- Have the ability to lift up to 20 lbs.
- Required to dress in professional business attire at work daily.
- Must possess a cooperative and positive attitude at all time.

EDUCATION and/or EXPERIENCE

- High School Diploma or equivalent
- Office experience

Skills/Ability/Knowledge: Each employee must maintain a high level of confidentiality and guide the general public without the practice of law. Ability to adapt to changes as duties may increase as the laws change.

LANGUAGE SKILLS: Read and comprehend simple instructions, short correspondence, and memos: able to write detailed correspondence: effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.