

## **HUNT COUNTY, TEXAS – Job Announcement**

**Job Title:** Deputy County Clerk-Full Time

**Department:** Hunt County Clerk's Office

**Salary:** \$35,000.00 + benefits

**Job Summary:** This job requires excellent people and communication skills, must be able to effectively communicate with the public and handle stressful situations with courtesy. Attention to detail is a must when performing job duties. Courtesy and professionalism are required working with the general public, attorneys or their office representatives, judges and county employees. This is a public service office. 40-hour work week, Monday through Friday.

**\*\* YOU ARE REQUIRED TO SIGN A CONFIDENTIALITY STATEMENT AS THIS OFFICE DOES HANDLE RECORDS THAT ARE NOT OPEN TO THE PUBLIC. ANY VIOLATION OF THIS WILL RESULT IN TERMINATION. \*\* *Regular attendance is required in the job.***

### **Essential Job Duties and Responsibilities:**

- ◆ Must be self-motivated
- ◆ Locates older records in storage.
- ◆ Works with Courts, Judges, Prosecutors, Attorneys and the general public
- ◆ Helps with general requests for copies or filing of records maintained in the office
- ◆ Daily filing, data entry and scanning into computer systems.
- ◆ Helps maintain a clean office/work area
- ◆ Answers multi line phone
- ◆ Able to complete and maintain certifications as may be required
- ◆ Able to complete other tasks as assigned
- ◆ Must be a team player
- ◆ Must be able to properly handle money transactions which includes counting back change
- ◆ Required to maintain confidential information and records

**Physical and Environmental Conditions:** Must be able to lift books (approximately and up to 22 lbs.), must be able to lift back and forth, move about the room and be able to sit for prolonged periods of time and hear what is going on around them.

**Minimum Education, Experience, and Certification:** High school diploma or equivalent required. Minimum 3 years work experience with customer service required. Experience with Word, Excel, Adobe, and Data entry. Must be able to speak, write and understand the English Language. Valid Texas Driver's License required. **Bilingual is a plus.**

**To be considered, you must complete an Employment Application in full. Applications may be picked up in the Human Resources Department at the Hunt County Courthouse, 2<sup>nd</sup> floor, Room 200 or filled in online at [www.huntcounty.net](http://www.huntcounty.net) .**

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**NO PHONE CALLS PLEASE**  
**PLEASE DO NOT REMOVE**