

## Palo Pinto County Texas General Job Description

Working Title: Deputy County Clerk  
Department: County Clerk  
Reports To: County Clerk  
FLSA Status: Nonexempt

### **SUMMARY**

Assists the County Clerk with functions related to the operation of the County Clerk's Office in accordance with the laws, codes, statutes, and regulations by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.
- Posts and places all legal notices for the county, as required.
- Maintains filing systems.
- Processes, review for accuracy, and makes certified copies and receipts.
- Performs administrative tasks as assigned by the County Clerk.
- Participates in work performed by the County Clerk's Office.
- Examines legal documents submitted for adherence to law or court procedures, orders and completeness.
- Ensures proper receipt, indexing and filing of original legal documents and instruments relating to all aspects of County Clerk's Office.
- Maintains court and public records in accordance with state and local laws and regulations.
- Troubleshoots office equipment problems (computers & printers).
- Prepares various reports and forwards to appropriate agencies.
- Performs related duties as required.

### **KNOWLEDGE:**

- Index, filing and records management
- Report preparation
- Terminology, procedures and document requirements for the County Clerk's Office
- Business English, spelling and arithmetic
- Operation of modern office equipment including computer, copier, fax and typewriter
- Interpersonal skills
- Oral and written communications
- Office practices and procedures
- Department practices and procedures
- Department rules and regulations

### **ABILITY:**

- Interpret all relevant laws, codes and procedures for the County Clerk's Office
- Maintain up-to-date knowledge of regulations relevant to the County Clerk's Office
- Review court documents for completeness and accuracy
- Maintain accurate records of official county business
- Understand and implement oral and written instructions
- Communicate effectively in both oral and written forms
- Meet the public and respond effectively to their questions

- Interact and communicate well with co-workers and various departments
- Perform routine clerical duties such as filing, copying, receiving and answering mail
- Organize time and materials effectively
- Operate a personal computer and related software
- Type accurately at a speed of at least 35 words per minute
- Operate a calculator by touch

## **EDUCATION and/or EXPERIENCE**

- High school diploma or general education degree (GED and five years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

- Ability to read, analyzes, and interprets legal documents, regulatory manuals, professional journals, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information in one-on-one and small group situations to attorneys, other employees of the organization and the general public.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must be Bondable
- Must be able to obtain access for Secured websites

## **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms.
- The employee frequently is required to talk or hear.
- The employee is occasionally required to stand and walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee regularly works in inside environmental conditions.
- The noise level in the work environment is usually quiet.
- There may be odors and all types of smells beyond the County's control.
- The employee may be subject to hostile public.

## **ADDITIONAL RESPONSIBILITIES**

- Run errands for the office – including, but not limited to, the bank, post office and courthouse annex
- Be prepared to perform other duties as required by statute