

Childress County and District Clerk Office

Job Description – Job Title: Deputy Clerk

Brief Description of the Job:

This position performs a variety of clerical duties to provide support of the clerk office. This position is assigned a variety of clerical duties in accordance with office procedures. The duties have a diverse range. This is a full time position.

Essential Responsibilities:

- Require attendance and timeliness.
- Answer telephones, direct calls, and take messages.
- Process of filing and recording. ex. County and District Court cases.
- Compile, copy, sort and file records of the office.
- Maintain and update filing, inventory, mailing and data base systems either manually or using a computer.
- Operate office machines such as a computer, phone system, printer, scanner, fax machine, calculators and postage machines.
- Collect and count money. Do basic bookkeeping.
- Communicate with customers, employees and other individuals to answer questions, disseminate or explain information and address complaints.
- Assisting customers at counter and in records room.

Additional Responsibilities:

- Review files, records and other documents to obtain information to respond to requests from the County/District Clerk, the Court, the public, lawyers, judges and other elected officials.
- Complete, record and proofread data and other information such as records and reports.
- Process and prepare documents such as government forms, letters, and memos.
- Disburse money and complete a variety of banking transactions.
- Other duties as assigned within the scope of this department.

Working Conditions:

- This position is in the county courthouse in a normal office environment. It has frequent contact with the public. Occasional irate customers.
- Occasional travel.
- Noise level in this office varies, but is usually moderately quiet.

Education:

- Requires a high school diploma or GED. Some college is preferred.

Experience/Skills:

- Requires 1 year clerical experience.
- Requires knowledge of principles and processes for providing customer services.
- Requires knowledge of administrative and clerical procedures such as word processing, spreadsheets, managing files and records, transcription, completing forms, and reports and other office procedures and terminology.
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must communicate effectively in writing. Must also have the ability to read and understand

information and ideas presented in writing.

- Must understand written sentences and paragraphs in work related documents.
- Must be able to verbally communicate with others. Must be able to speak and talk to others to convey information effectively. Must also speak clearly so that others can understand you.
- Must have the ability to concentrate on a task over a period of time without being distracted.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, push, pull, bending, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of times. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

Special Conditions:

Criminal background search required. Employee must maintain a valid Texas Drivers' License and valid Texas automobile insurance. Employee will use their personal vehicle to run errands for the office. Position requires occasional overtime which may include weekends and evenings. Position required professional business attire be worn to work daily.