

WICHITA COUNTY

Job Announcement



POSITION: Deputy County Clerk **Posting Number: 2017-004**

LOCATION: County Clerk's Office
Wichita County Courthouse

SUPERVISOR: County Clerk or Chief Deputy County Clerk

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday
(Occasional overtime may be required.)

SALARY: Up to \$2,256.52 Per Month (Depending Upon Qualifications)

POSTING DATE: March 7, 2017

CLOSING DATE: March 21, 2017 or Open Until Filled

► **GENERAL DESCRIPTION:**

Performs general clerical work, document comparison and filing of documents. Helps the public at the customer service counter and answers questions concerning retention of legal documents and document management. Answers telephone and assists customers in locating instruments filed at the County Clerk's Office.

► **ESSENTIAL DUTIES:**

- Performs repetitive general office and clerical duties.
- Performs comparisons of documents and filing of documents.
- Maintains files.
- Assists the public and answers questions regarding the filing, management, and retention of files and legal documents.
- Assists the public in locating and retrieving legal documents.
- Uses a personal computer to enter and retrieve data and operate applicable programs and systems.
- Administratively supports office co-workers and supervisors in their daily activities and maintains a close and highly responsive business relationship with office staff and County officials.
- Answers the telephone using proper business telephone etiquette, courtesy, and friendliness.
- Has daily interaction with the legal community.
- Operates various types of office equipment.
- Files, types, and photocopies legal documents and files.
- Receives, receipts, and documents financial transactions.
- Properly and discretely handles and protects confidential and sensitive information.
- Performs all other job-related duties as assigned.

► **MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Must be a high school graduate or equivalent (GED).
- Recent office experience and legal background are preferred, but not required.
- Must be computer literate and have a working knowledge of applicable mainframe systems and applications.
- Must be able to input data into a computer and extract data from a computer with minimal errors.
- Must be able to accurately type/keyboard with minimal errors.
- Must be able to read, compare, and transfer legal information accurately and in detail.
- Must be able to conduct self in a professional manner and develop and maintain good working relationships and rapport with the public, co-workers, supervisors, department heads, and County officials.
- Must be able communicate effectively with others, both verbally and in writing.

► **CONDITIONS OF EMPLOYMENT:**

- Regular attendance and punctuality is mandatory.
- Deals extensively with the public and legal community.
- Performs repetitive tasks daily.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.
- Must be physically able to lift and/or move loads such as file boxes weighing up to thirty (30) pounds.
- Must be able to withstand long periods of sitting at a desk and moderate periods of standing.
- Must be physically able to perform various motor movements during the normal workday to include standing, sitting, kneeling, squatting, bending, stooping, pushing, pulling, twisting, walking, grasping, squeezing, reaching, and lifting. Must be physically able to lift objects overhead weighing up to fifteen (15) pounds.
- Must observe and comply with Wichita County's NO SMOKING policy in County-owned buildings, offices, vehicles, motor driven equipment and on property designated as NO SMOKING areas.
- The County Clerk's Office is a NO SMOKING and tobacco-free working environment.
- Being registered as a voter in Wichita County is preferred, but not required.

► **APPLY TO:**

**Wichita County
Human Resources Office
900 7th Street, Room 132
Wichita Falls, Texas 76301
(940) 766-8108**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Room 132, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.