

WICHITA COUNTY

Job Announcement



Posting Number: 2018-006

POSITION: Deputy District Clerk – File Clerk

LOCATION: District Clerk’s Office
Wichita County Courthouse

SUPERVISOR: District Clerk, Chief Deputy or Civil Supervisor

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

SALARY: Up to \$2,181.29 Per Month (Depending Upon Qualifications)

POSTING DATE: January 31, 2018

CLOSING DATE: February 14, 2018 or Open Until Filled

► ESSENTIAL DUTIES:

- Performs general office/clerical duties.
- Files, types, and photocopies legal documents.
- Answers the telephone.
- Assists customers in locating and retrieving documents.
- Assists customers with filings.
- Performs data entry into a computer.
- Has daily interaction with the legal community.
- Operates various types of office equipment.
- Receives, receipts and documents financial transactions.
- Interacts with the District Judges, County Courts at Law Judges and their staff.
- Calculates court costs and provides price quotes.
- Properly and discretely handles confidential and sensitive information.
- Performs other duties as assigned.

► MINIMUM REQUIREMENTS:

- Must be at least eighteen (18) years of age.
- Must be a high school graduate or equivalent (GED).
- Must be computer literate and have a working knowledge of personal computers.

- Must be able to input data into a computer.
- Must be bondable.
- Must be able to read and transfer legal information accurately and in detail.
- Must be able to communicate effectively with others, both verbally and in writing.
- Must be able to conduct self in a professional manner and develop and maintain good working relationships with co-workers, supervisors, department heads, County officials and the public.
- Must have excellent customer service skills and be able to deal effectively and courteously with the public.
- 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.

► **WORKING CONDITIONS:**

- Deals extensively with the public and legal community.
- Performs repetitive tasks daily.
- Must be able to sit at a desk for long periods.
- 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 able to occasionally move and lift loads weighing up to thirty (30) 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.

► **APPLY TO:**

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