



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Deputy County Clerk I</b>	<b>Opening Date:</b>  <b>October 29, 2018</b>	<b>Application Deadline:</b>  <b>November 9, 2018</b>	<b>Job Posting #:</b>  <b>18168</b>
<b>Department:</b>  <b>County Clerk</b>	<b>Starting Salary:</b> <b>\$ 15.86 - \$17.86</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

## INTERNAL AND EXTERNAL JOB POSTING

**BRIEF JOB DESCRIPTION:** Under the direct supervision of the County Clerk, this position performs administrative and clerical support for the County Clerk's office. Work involves receiving, recording, and filing of legal documents; verifying, researching and maintaining of official public records recorded in the County Clerk's office; and collecting and receipting payments, answering phones, and providing customer service to the public and various other visitors. Provides effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the department at all times.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of principles and practices of general administration and management, personal computer skills, professional customer service skills, standard office policies, procedures and equipment. Ability to perform multiple tasks simultaneously in a timely manner, record and disseminate accurate information from telephone conversations and personal contact, understand and follow verbal and written instructions, properly interpret, understand and make decisions in accordance with laws, regulations and policies. Ability to operate equipment required to perform essential job functions, work independently in the absence of supervision, work in a safety conscious environment, handle exposure to potentially hostile individuals and maintain confidentiality of information encountered in work activities at all times.

**MINIMUM QUALIFICATIONS:** One to three years' experience performing general clerical work in an office setting; business administration, financial, and court experience or a related field is generally preferred; or an equivalent combination of education, training and experience. High School Diploma or equivalent. Valid Texas Driver's License.

---

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed on our website: <http://www.co.bastrop.tx.us/page/co.jobs>. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



*Job Title: Deputy Clerk I*

**Department:** County Clerk

**FLSA Status:** Non-Exempt

**Reports To:** County Clerk

**SUMMARY:** Under the direct supervision of the County Clerk, this position performs administrative and clerical support for the County Clerk's office. Work involves receiving, recording, and filing of legal documents; verifying, researching and maintaining of official public records recorded in the County Clerk's office; and collecting and receipting payments, answering phones, and providing customer service to the public and various other visitors. Provides effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the department at all times.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Bastrop County Clerk and Chief Deputy;

Exercises no supervision.

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

1. Receives, processes, verifies, files, and records official legal and public records and documents such as deed records, subdivision plat and land survey records, birth and death records, marriage records, foreclosure records and other applicable records into database system; ensures and maintains accurate indexing and scanning of all such documents; and returns all required original documents back to owners when necessary;
2. Issues marriage licenses and birth and death certificates as requested by customers; receives, processes and receipts payments for fees related to issuance of all certificates, licenses and filing of official records and documents; maintains records for payments and ensures balancing of cash drawers;
3. Provides exceptional customer service to County employees and the general public, both in person and by phone; this includes placing, answering and transferring calls, greeting visitors, and providing and assisting with the retrieval of requested information in a courteous and professional manner;
4. Ensures that the rules governing County Clerk filing requirements are followed;
5. Processes incoming and outgoing mail;

6. Files, records and indexes Military Discharge Records (DD214) for retired Veterans;
7. Files, records and indexes Cattle Brand Registrations;
8. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
9. Maintains confidentiality and security of all County Clerk information and systems;
10. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Principles and practices of general office administration and management;  
Personal Computer skills and software, including Microsoft Office;

Professional Customer Service skills;

Applicable laws as they pertain to the primary functions of the department;

Basic accounting fundamentals;

Proper English usage, spelling, grammar and punctuation;

Standard office policies, procedures, and equipment;

Bastrop County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;

Analyze, process, record and file legal and public documents;

Record and disseminate accurate information from telephone conversations and personal contact;

Communicate clearly and concisely, both verbally and in writing;

Understand and follow verbal and written instructions;

Complete routine business correspondence;

Be detail oriented, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;

Effectively speak to small audiences to convey information;

Properly interpret, understand and make decisions in accordance with laws, regulations and policies;

Conduct business with the public in a professional, courteous manner;

Function independently, exercise good judgment, manage multiple projects, and meet deadlines;

Establish and maintain effective working relationships with those contacted in the course of the job;

Demonstrate personal communication skills including effective telephone skills and public speaking;

Operate equipment required to perform essential job functions;

Work independently in the absence of supervision;

Work in a safety-conscious environment and to follow and promote good safety practices;

Handle exposure to potentially hostile individuals;

Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;

Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Preparing clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

No previous experience required;

One (1) to Three (3) years previous experience performing general clerical work in an office setting is preferred.

**Education:**

High School diploma or equivalent.

**Licensing:**

Possession of a valid Texas driver's license;

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

***This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.***