

EMPLOYMENT NOTICE

JOB TITLE: DEPUTY CLERK

DEPARTMENT: BURNET COUNTY CLERK

LOCATION: BURNET COUNTY COURTHOUSE

SALARY: COMMENSURATE WITH EXPERIENCE

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position, which involves independent judgment. Duties include performing clerical work requiring application of various complex work methods and procedures, familiarity with the laws and regulations, and with departmental functions, policies and practices.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have unquestioned ability to meet and serve the public in a friendly and efficient manner. Ability to communicate orally, in writing, and by telephone; basic knowledge of computers; and ability to establish and maintain effective working relationships with co-workers, employees, and officials in other departments.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate or its equivalent plus one year experience in clerical work and public relations.

CERTIFICATE AND LICENSE REQUIREMENTS:

Required to be bondable under the County Clerk's Official Bond.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Human Resources office, Burnet County Annex on the Square, 133 E. Jackson, or from the County Courthouse, 220 S. Pierce, or from www.burnetcountytexasa.org. You may email your application to hrc@burnetcountytexas.org or fax to 512-715-5259. Completed applications will be accepted at the Human Resources office until the position is filled.