

EMPLOYMENT NOTICE

JOB TITLE: Deputy District Clerk

DEPARTMENT: Burnet County District Clerk

LOCATION: Burnet County Courthouse Annex
1701 E Polk, Burnet, TX

CLASSIFICATION: Group 59

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position, which involves independent judgment. Duties include performing accounting/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; required typing speed of 55 wpm; Good knowledge of computer programs such as Microsoft Outlook, Excel, Microsoft Word; and ability to establish and maintain effective working relationships with co-workers, employees, and officials in other departments. Must be self motivated to research, familiarize and continue to update knowledge of the laws and regulations governing the office. Must have excellent reading comprehension.

ACCEPTABLE EXPERIENCE AND TRAINING:

High School graduate or its equivalent. One year professional office experience preferred. Must have knowledge of general office equipment, including personal computer.

CERTIFICATE AND LICENSE REQUIREMENTS:

Required to be bondable under the District 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: PLEASE DO NOT SEND APPLICATIONS TO THE DISTRICT CLERK'S OFFICE.

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, at the Annex on the Square, 133 E. Jackson St., Burnet or from the Burnet County website (burnetcountytexas.org). Completed applications will be accepted at the Human Resources Office or by email sluther@burnetcountytexas.org or by fax at 512-756-5487 until the position is filled. Applications submitted by fax must be legible. Work references are required.



THE COUNTY OF BURNET
BURNET, TEXAS

JOB DESCRIPTION

WORKING TITLE: DEPUTY CLERK
DEPARTMENT: DISTRICT CLERK
REPORTS TO: CHIEF DEPUTY/DISTRICT CLERK
CLASSIFICATION: GRADE 59

GENERAL DESCRIPTION

This position is a non-exempt position that performs a variety of clerical duties to provide support for the daily operations of the District Clerk. This is a full time, regular position.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Process and prepare documents – such as government forms, letters, memos, billings and reports
- Review files, records and other documents to obtain information to respond to requests from the District Clerk, the Court, lawyers, judges, other elected officials/department heads and/or the general public
- Maintain and update filing, inventory, mail and data base systems – either manually or by using a computer
- Operate office machines – such as computers, phones, copiers, scanners, faxes and calculators
- Compile , copy, sort, and file records of the office
- Communicate with customers, employees and other individuals to answer questions, disseminate or explain information and address complaints
- Collect, count and disburse money; do basic bookkeeping and complete a variety of banking transactions
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail
- Answer telephones, direct calls and take messages
- Regular attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule

ADDITIONAL RESPONSIBILITIES

- Run errands for the office – including, but not limited to, the bank, post office, courthouse and/or courthouse annexes
- Be prepared to perform other duties as assigned

EDUCATION REQUIREMENTS

- High school graduate or equivalent

EXPERIENCE AND SKILLS

- Must have the ability to speak English clearly to be understood by others

- Must understand written sentences and paragraphs in English
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Must have the ability to read and understand information and ideas presented in writing
- Must have and maintain the ability to work independently
- Must have and maintain the ability to use computer systems necessary to perform duties
- Must have and maintain the ability to concentrate on a task over a period of time without being distracted
- Must possess a cooperative and positive attitude at all times

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit or stand for prolonged periods of time
- Required to lift up to 15 pounds regularly and up to 50 pounds occasionally
- Specific vision required by this position includes both up close and distance

SPECIAL CONDITIONS

- Required to occasionally work overtime – may include weekends and evenings
- Required to dress in professional business attire at work daily
- Required to be bondable under the District Clerk's Official Bond
- Required to possess and maintain a valid Texas Driver License and valid Texas Liability Insurance at all times