

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 hrc@burnetcountytexas.org or by fax at 512-715-5259 until the position is filled. Applications submitted by fax must be legible. Work references are required.