CALDWELL COUNTY

Job Title: Deputy Clerk/Misdemeanor Court Clerk
Department: County Clerk
Location: 1703 S. Colorado St.
Lockhart, Texas

Salary: $46,100.00
FSLA Status: Non-Exempt

Summary:

This position includes a variety of support tasks which may include but is not limited to: input data, accurately process and handle a variety of documents and records; answer the telephone in a timely manner, collect appropriate fees, scan documents, file and maintain data; daily reconcile funds received; interact with the public to provide excellent customer service; daily assist all customers and co-workers in a friendly, respectful and knowledgeable manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive and respond to requests from various agencies and the public
- Process, record, scanning documents pertaining to the County clerk's office.
- Ability to operate computers and other electronic office equipment
- Compile, copy, sort, and file records of the office
- Correctly assess and collect fines and fees for criminal cases
- Communicate with customers, employees, and colleagues to answer questions, disseminate, explain information, and address complaints.
- Answer telephones, direct calls, and take messages.
- Regular attendance is required. You must arrive at work on time, be prepared to perform assigned duties and work assigned schedule and perform other duties as requested.
- Run errands for the including, but not limited to, the bank, post office, courthouse, and courthouse annexes.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position and is assigned by management.

QUALIFICATIONS:

- Required to be bondable under the County Clerk's Office
- Must pass a criminal background check
- Must have and maintain the ability to work independently
- Ability to multi-task
- Have the ability to lift to 20 lbs.
- Required to dress in professional business attire at work daily.
- Must always possess a cooperative and positive attitude.

EDUCATION and EXPERIENCE:

- High School Diploma or equivalent
- Office experience

Skills/Ability/Knowledge: Each employee must maintain high confidentiality and guide the public without the practice of law. Ability to adapt to changes as duties may increase as the laws change.

LANGUAGE SKILLS

- Read and comprehend simple instructions, short correspondence, and memos: able to write detailed correspondence: effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

Applications for this position may be picked up in the County Clerk's office or on the County website at www.co.caldwell.tx.us. Please return the completed application to the County Clerk's office.