



# COUNTY CLERK CALLAHAN COUNTY PART-TIME JOB DESCRIPTION

## POSITIONS:

Job Title: Deputy Clerk Part-Time- Vitals Clerk

Supervision: County Clerk

Normal Work Schedule: 28 Hours a Week

8:00 A.M. – 5:00 P.M. Tuesday & Wednesday

1:00 P.M. – 5:00 P.M. Monday & Thursday

8:00 A.M. – 12:00 P.M. Friday

## JOB SUMMARY:

Position requires a variety of duties. Must have knowledge of bookkeeping, computers, typing, general clerical duties, and must meet the public in a friendly manner. Specialized duties are assigned but will perform other duties assigned and required of the job.

## GENERAL JOB FUNCTION ALL DEPUTIES ARE REQUIRED TO DO:

- Payments: receive and post funds (computer ledger); issue receipts for all services and transactions
- General fee ledger: post daily; balance daily & monthly; & reconcile the bank statement with check book
- Certified copies: prepare birth, death, & marriage license; military discharge records; criminal, civil, probate, and real estate records
- Notices: post foreclosure, water, appraisal district, Betty Hardwick, railroad, estray, etc.
- Vital records: death, birth and marriage license- file, issue, collect fee, amend, and record
- Mail: process incoming and outgoing mail (weigh, stamp, & take to post office)
- Military discharge records: record and make certified copies w/out charge
- Citations, capiases and subpoenas: deliver to judge's office
- Plats: file and index - must have a certificate from tax assessor that taxes are paid and are approved by commissioners' court.
- Commissioners' court minutes: record meetings, take notes, document and post agendas
- Bonds, oaths and depositions: record, post, and send necessary documents to Austin
- Brands: record, index and send to Austin first of the month
- Liquor, beer & wine license: sign and seal
- Trust funds: process through bank – registry
- Assumed Name (business name): provide forms, file and record
- Campaign candidate: file reports
- Early voter reports: post in computer, send out Application for Ballot by Mail, send out Ballot by Mail
- Elections: operate tabulation election machine, Central Counting Station, and entering final tally of elections into computer software
- Responsibilities: answer telephone & greet public in a friendly manner; assist the county clerk with any assigned duty within the scope of responsibility and requirements of the job.
- Assist the general – public and private businesses: respond to inquiries and requests to public records and provide other information requested.

## PHYSICAL REQUIREMENTS:

- Sit & Type: desk or work station
- Stand for long periods of time while recording or making copies
- Lift record books weighing up to 40 lbs.
- move throughout the TOB/courthouse to obtain and/or deliver information

REVISED 8/27/2024

**WORKING CONDITIONS:**

- Primarily indoors in a climate controlled building
- Occasionally may have exposure to adverse weather when walking to the sheriff's office
- Be willing to work extra hours on election days

**EDUCATION:**

High school diploma preferred

**EXPERIENCE:**

Employee must have computer experience, typing skills, and 10 key.

**SPECIAL SKILLS, KNOWLEDGE AND ABILITIES:**

- Knowledge of: effective bookkeeping procedures; current business practices and procedures; and departmental policies and procedures.
- Skills and abilities: computer data entry; type accurately; operate routine office equipment; apply business English, spelling, math and office practices; make decisions in accordance with established departmental rules, regulations and statutes; maintain complex records and files; apply effective bookkeeping procedure; maintain accurate bookkeeping records; establish and maintain effective relationships with co-workers, all county employees and officials, as well as, the general – public; demonstrate proficiency in oral and written communication; and work with interruptions
- ACCURACY is very important.
- Must be willing to help co-workers.

**CONTACT WITH OTHERS:**

Position involves daily contact with:

- General - public, county employees and officials, attorneys and co-workers
- Local, state, federal agencies
- County chairman of Democrat and Republican parties

Employees must be able to relate well to all and represent the county in a mature and positive manner.