

Dept: County & District Clerk

Position Type: Full Time

Position: Deputy Clerk

Date: 04/19/2024

NOTICE OF EMPLOYMENT

Seeking applicants with office experience and willing to work. The County and District Clerks Office has to have someone who can multi task. Including, but not limited to answering the phone, while working with customers at the counter and other employees. Job description is listed in this notice on the following pages.

You can find applications at www.co.mason.tx.us. Applications can also be picked up at the Clerk's Office. Drop your applications to the Clerk's office at 205 Westmoreland St. between the hours of 8:00am and 4:00pm or mail to PO Box 702, Mason, TX 76856. Application sent by email will not be accepted. For more information, please call 325-347-5253 and speak to Pam Beam. Applications will no longer be accepted after 4:00pm on April 25, 2024.

THE COUNTY OF MASON
MASON, TEXAS

JOB DESCRIPTION

WORKING TITLE: DEPUTY CLERK

DEPARTMENT: DISTRICT/COUNTY CLERK

REPORTS TO: CLERK

GENERAL DESCRIPTION

This position performs a variety of clerical duties to provide support for the daily operations of the District/County 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 request from the District/County Clerk, the Court, lawyers, judges, other elected officials/department heads and/or the general public
- Maintain and update filing, inventory, mail, supplies and data base systems – either manually or by using a computer
- Operate office machines – such as computers, phones, copiers, scanners, faxes, calculators, shredder, adding machines, election equipment, but not limited to this list
- 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. Essential you keep confidential information at work

ADDITIONAL RESPONSIBILITIES

- Run errands for the office – including, but not limited to, the bank, post office, courthouse, law offices and/or other county offices

Be prepared to perform other duties as assigned within the scope of the department

EDUCATIONAL 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 exchange information, be in a stationary position for long periods of time, observe, identify, position self, be able to operate equipment, be able to move and transport and be able to reach and position things above head.
- Required to be able to stay in a stationary position for up to four hours of time
- Required to be able to move or transport up to 15 pounds regularly and 30 pounds occasionally
- Specific vision required by this position to be able to operate computer, read small print and identify titles of volumes
- Be able to be in a stationary position and type or use computer for up to four hours of time
- Be able to position self to reach and move volumes from shelving.
- Be able to move in small confined space to retrieve volumes
- Infrequently be able to ascend/descend stairs to view/store old records

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/County Clerk's Official Bond
- Required to possess and maintain a valid Texas Driver License and valid Texas Liability Insurance at all times

MENTAL FUNCTIONS

- Have the ability to understand, remember, and apply oral and/or written instructions or other information
- Have the ability to understand, remember, and communicate routine, factual information
- Ability to organize thoughts and ideas into understandable terminology
- Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
- Ability to make decisions which have moderate impact on immediate work unit

- Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device; requires ability to hear and speak effectively on phone, and to use a computer or other electronic device
- Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
- Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy