

HAYS COUNTY JOB DESCRIPTION

Job Code: 0454
Grade: 108
FLSA: Nonexempt

Prepared by: County Clerk & Human Resources
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Deputy Clerk II

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general direction, the Deputy Clerk II performs a variety of clerical and administrative services. Maintains, organizes and categorizes documents, exhibits, reports, records and confidential records relating to County Court at law cases. Performs a variety of clerical functions to process and maintain official records and documents of Hays County. This position provides assistance in the County Court at Law and Commissioners Court courtrooms by ensuring the courtroom proceedings run efficiently and effectively. The product of the employee's work affects the operation of the department that may include the wellbeing of persons that are not employed in the department.

Responsibilities

- Assists customers and callers regarding County Clerk filings or directs them to the appropriate office or staff.
- Receives payments and issues receipts for probate, civil and criminal payments.
- Sends, receives and files court related documents and correspondence.
- File marked documents as they come in and distribute them to appropriate office personnel.
- Copies and certifies documents.
- Performs searches and locates and retrieves information for attorneys, District Attorney staff, other county personnel, and the public.
- Receives and files stamped documents, and verifies information provided.
- Enters and scans information into computer system.
- Files, records, indexes and researches records.
- Processes and maintains official records such as land records, UCC records, assumed name records, birth and death records, marriage licenses and miscellaneous records, including copying records onto CD's.
- Receives payments and issues receipts for documents filed for record.
- Reconciles payments received on a daily basis.
- Assists customers and responds to callers regarding County records by mail either in person or by telephone.
- Prepares, certifies, and mails or provides document and record copies to requesting parties.
- Determines and collects fees following established guidelines.
- Performs routine office procedures such as answering telephone, accepting payments, issuing receipts and filing.
- Operates personal computer to enter and retrieve information.
- Reviews, sorts and organizes documents or instruments filed daily.
- Re-shelves files and prepares additional files for extension of existing file.
- Performs other duties as assigned.

Knowledge Required

- Exceptional knowledge of County Court at Law rules.
- Exceptional knowledge of regulations, policies, and procedures of the Hays County Clerk's office.
- Exceptional knowledge of guidelines and procedures issued by various federal and state agencies, such as Secretary of State, Texas Department of Health Bureau of Vital Statistics, Texas Department of Public Safety, and Third Court of Appeals.
- Exceptional knowledge of legal terminology and requirements of cash management.

- General knowledge of basic arithmetic and algebra including add, subtract, multiply and divide.
- General knowledge of Hays County regulations, procedures and fiscal policy.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of assigned department forms, codes, rules, procedures and guidelines.
- General knowledge of modern business office practices and procedures.

Required Skill

- Exceptional skill in preparing a variety of documents using prescribed format and conforming to all the rules.
- Exceptional skill in establishing and maintaining effective working relationships with County staff and attorneys, litigants, defendants, judges, witnesses, police departments, title companies, surveyors and the general public.
- Exceptional skill in processing and maintaining official records, researching records, and responding to inquiries.
- Exceptional skill in maintaining basic accounting records.
- Exceptional skill in reading, understanding and following state and local laws and guidelines related to county records.
- Exceptional skill providing information and assistance to the assigned office staff and customers.
- Exceptional skill in reception, telephone etiquette and customer relations.
- General skill in basic mathematical calculations.
- General skill in operating standard office equipment, such as personal computers, calculators, fax, photocopiers, telephones and scanners.
- General organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School degree or equivalent.
- Requires two years secretarial experience preferably in a judicial or legal setting.

Other Qualifications, Certificates, Licenses, Registrations

- Valid Texas Class C driver's license.
- Will be subject to a criminal history background check.

Supervision

- The Deputy Clerk II is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy and completeness.
- The Deputy Clerk II is responsible for carrying out recurring assignments independently.
- The Supervisor assists this position with deviations, problems and unfamiliar situations.

Guidelines

The Deputy Clerk II must use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making deviations to adapt the guidelines to specific cases. The employee may also determine which of several established alternatives to use and consult supervisor with situations when existing guidelines do not apply. This position must have a strong work ethic. The Deputy Clerk II must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level in obtaining clarifying or giving facts to county employees and members of the outside public who are generally cooperative. The Deputy Clerk II meets with contacts in a structured setting at Hays County facilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment

While performing the duties of this job, the employee works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, or meeting rooms. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: