



NACOGDOCHES COUNTY

Job Opportunity

Position: Deputy County Clerk
Department: Office of the County Clerk
Salary: \$25,801 to \$27,040 per year, depending on experience
plus benefits
Type: Regular, Full-Time

Open Until Filled

General Description:

Under the direction of the County Clerk this position is responsible for performing a variety of clerical and customer assistance duties in support of the County Clerk's Office. Assists the public in person and over the telephone with filings, record searches and court proceedings. Issues marriage licenses, birth certificates and death certificates. Receives payments, issues receipts and posts transactions. Counts and balances funds received on a daily basis. Prepares monthly records logs. Maintains files of court cases, issues case related documents, closes cases from final order and mails case related forms to required parties. Scans and inputs all case data and records into databases. Performs additional duties as required.

Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills
- Excellent customer service skills
- Ability to multi-task in a professional office environment
- Knowledge of general office and clerical support procedures
- Knowledge of telephone procedures and etiquette
- Ability to follow instructions and perform duties independently with speed and accuracy
- Ability to establish and maintain professionalism with co-workers and the general public
- Ability to maintain confidentiality
- Knowledge of basic mathematics
- Skill in using computers and standard office equipment

Additional Information:

- Work performed indoors with some outdoor exposure
- Requires ability to sit and stand for extended periods of time
- May be required to stoop, bend and reach
- Requires ability to lift and carry up to 25 pounds

Qualifications:

- Graduation from High School or GED
- One year of general clerical or related experience
- Bookkeeping experience preferred

Instructions:

Submit a completed and signed Nacogdoches County Employment Application to address below. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Or Fax: 936-560-7810
email: personnel@co.nacogdoches.tx.us