



## Human Resources

### EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **DEPUTY COUNTY CLERK**

DEPARTMENT: County Clerk

DATE POSTED: December 6, 2024

CLOSING DATE: December 15, 2024

HIRING SALARY: **\$15.7350/hr**

#### **POSITION OVERVIEW** *(Complete position description attached)*

Performs a wide variety of administrative duties in support of the County Clerk's Office operations. Maintains assigned County records and/or other types of documentation; responds to inquiries from the public; performs other duties as apparent and/or assigned.

#### **EDUCATION/EXPERIENCE**

High School Diploma/equivalent and 2 years administrative/customer service experience. Experience in a legal environment or related governmental experience preferred. Knowledge of general office practices/equipment and standard computer and software applications required. Must have a public service attitude and ability to interact in a courteous and professional manner with officials, staff and the general public at all times.

#### **LICENSE / CERTIFICATION**

None

#### **ADDITIONAL INFORMATION**

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life  
PTO/Vacation/Holiday/Sick Leave  
TCDRS Retirement and optional 457 retirement

Hours of work: Day shift / 40 hours per week

**HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

#### **SUBMIT APPLICATION TO:**

**HARRISON COUNTY HUMAN RESOURCES**  
200 W. Houston St., Room 328  
Marshall, TX 75670  
[hrassist@co.harrison.tx.us](mailto:hrassist@co.harrison.tx.us)

903-923-4018 Office  
903-935-4800 Fax  
[www.harrisoncountytexas.org](http://www.harrisoncountytexas.org)  
FB: @harrisoncountyjobs

## Harrison County

### Job Description

#### DEPUTY COUNTY CLERK

Department: **County Clerk's Office**

Class Code:

**1103**

Revised Date: **April 2007**

FLSA Status:

**Non-Exempt**

**GENERAL PURPOSE:** Performs a variety of clerical duties in support of County Clerk's Office operations; assists in maintaining assigned County records; and provides customer service to the public.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to inquiries and provides assistance to the public at the front counter and via telephone.
- Assists the public with document recording, records research, and/or copying of documents.
- Conducts research in relation to public, vital statistic, and/or property records.
- Processes and issues various types of official documents including marriage licenses and birth and death certificates.
- Records, files, and generates certified copies of legal documents and instruments as requested by the public.
- Collects, processes, and documents fees received from the public.
- Enters court documents and proceeding information into the departmental computer system.
- Scans and indexes various types of legal documents and information filed into the permanent records of the County Clerk's Office.
- Monitors assigned records for accuracy and completeness; ensures records are properly filed.
- Creates CD's in relation to filed documents and official public records; maintains assigned records books, numerical indexes, and/or title registers.
- Provides assistance in preparing court documents and meeting minutes as required.
- Prepares jury summons notices and/or jury panel lists as assigned.
- Assists with a variety of general office duties including answering incoming calls, processing departmental mail, ordering office supplies, and maintaining office equipment.
- Performs other duties as assigned or required.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma or equivalent, and one year clerical experience; OR an equivalent combination of education and experience.

**Required Licenses or Certifications:**

- Depending on area of assignment, may require a valid Texas Driver's License, Acknowledgement of Paternity Certification, and/or other specialized licenses or certifications.

**Required Knowledge of:**

- General office practices and equipment.
- Standard computer software applications.
- Records management principles.
- Basic legal terminology and documentation.
- Customer service standards and protocol.

**Required Skill in:**

- Performing a variety of clerical functions and demonstrating advanced computer skills.
- Responding to inquiries and providing customer service to the public.
- Conducting records research and issuing marriage licenses and birth/death certificates.
- Accurately recording, filing, scanning, indexing, and maintaining assigned records.
- Establishing and maintaining effective working relationships with others.

**Physical Demands / Work Environment:**

- Work is performed in a standard office environment and involves regular contact with the public.
- Subject to sitting and standing for extended periods of time, walking, and lifting of objects up to 20 pounds.