

Job Description: COUNTY CLERK

CLASS NO. 701

EEOC CATEGORY: Officials and Administrators

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

Responsible for recording and filing legal instruments that prove ownership of interest in real or personal property, instruments concerning identity of commercial activities, and instruments concerning the identity of persons.

EXAMPLES OF WORK

Essential Duties*

In accordance with budget authorized by commissioners court, appoints staff necessary to carry out statutory functions;

Plans for the future services and budgetary needs of the department;

Manages the personnel, equipment, facilities, and finances assigned to the department;

Evaluates the services and employees of the department;

Records deeds, conveyances, mortgages, and other liens on the land;

Issues and records marriage licenses and business licenses;

Issues building and sewage permits, and writes receipts;

Maintains an alphabetical list of names occurring in the records and otherwise indexes records in a systematic way that promotes easy retrieval;

Records births and deaths;

Records official discharges of persons from military service;

Posts notices of commissioners court meetings, prepares minutes of commissioners court voting sessions, and indexes and maintains records of the commissioners court;

Records, prepares issuances, collects costs and fines, maintains minutes of proceedings, and indexes records for county court-at-law;

Maintains accurate accounting system for financial transactions of the county clerk's office;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

CLASS NO. 701 (Continued)

Conducts county-wide elections;

Provides public access to public records;

Delegates and performs duties of clerks of the probate and county civil courts; and

Performs other duties as specified by law.

QUALIFICATION REQUIREMENTS

Must be a citizen of the United States, have lived in the State of Texas for a period of 12 months before the date of any primary, general, or special election, and have lived for six months before such election in Chambers County.

TERM OF OFFICE

The County Clerk is elected to a four-year term.