

**Job Description: DEPUTY COUNTY CLERK**  
**(OFFICE MANAGER/ADMINISTRATIVE ASSISTANT)**

**CLASS NO:** 705

**EEOC CATEGORY:** Clerical/Office Manager

**PAY GROUP:** 15

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Perform a variety of administration, training, and related activities for County, State, Federal, and other applicable elections held by the County. Maintain daily office functions through the organization of bookkeeping, purchasing, vendor accounts, supplies, information networking, and other related activities for the county clerk's office. Assist County Clerk in administrative duties as applicable.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Clerk and-Chief Deputy Clerk.
2. Directs: Instruct Deputy Clerks II and Clerks I in procedures and office policy when applicable
3. Other: Has contact with departmental employees, other county departments, attorneys, court officials, local, state, and/or federal agencies, and the general public.

**EXAMPLE OF WORK**

**Essential Duties\***

A. Election Duties

B. Office Management

Prepare purchase requisitions to maintain and order inventory of supplies;  
Submit requests for payment for auditor approval;  
Order office supplies and equipment as needed;  
Maintain contact with various vendors regarding vendor accounts;  
Prepare employee time sheets for submission to treasurer;  
Arrange and maintain criminal collection agreements with defendants;  
Coordinate with Sheriff's office and Adult Probation regarding the need for warrants as applicable;

C. Administrative Assistant

Schedule and coordinate meetings and events assigned by the County Clerk;  
Coordinate and maintain, with the County Judge's office, calendars for five courts, budget hearings, election training, Election Day events, and other county events as applicable;  
Coordinate all County Clerk and staff travel, registration and reimbursement for statutory continuing education requirements;  
Assist with disaster and evacuation procedures and implement plans as applicable;  
Numerous and various tasks and projects given by the Clerk;

**CLASS NO. 705 (Continued)**

\*For the purpose of compliance with the Americans with Disabilities Act (ADA).  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 8/28/2012

### Other Important Duties\*

Maintain current knowledge of statutes, rules, and regulations relating to specific department responsibilities;

Register, file, index, and collect fees for wills to be registered for safekeeping;

Prepare, issue, file, and index marriage licenses;

Process applications and collect fees for livestock brands;

Post notice of foreclosures and meeting notices for various taxing jurisdictions;

Provide information to the public about the policies and procedures of the department, division, or section;

Type correspondence, reports, receipts, dockets, minutes, statistical data, and other documents and materials, including use of computer with standard work processing, spreadsheet, and/or database software packages;

Perform a variety of functions as needed, including making copies, filing, imaging, indexing and recording information, and sorting and distributing mail;

Maintain accurate, up-to date, readily accessible permanent county file records;

Assist with training co-workers in all functional areas of Deputy County Clerk;

Performs other related duties as may be assigned;

Assists in preparation for and administration of county and general elections in accordance with applicable laws and regulations.

Provides assistance to the general public on the telephone and at the counter in the County Clerk's office, including providing information, filing instruments, issuing licenses, recording brands, providing certified copies, collecting and receipting fees, searching for records, etc.;

Obtains information from the public to be used in completing various forms and applications, including birth, death, assumed name, and marriage certificates;

### **CLASS NO. 705 (Continued)**

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## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: all aspects of the County Clerk's office.

Skill/Ability to: operate a computer using County approved word processing, data inquiry, and/or spreadsheet software packages; type accurately at a speed of at least 50 words per minute; operate a calculator by touch; correctly utilize business English, spelling; punctuation, arithmetic, and office practices and procedures; understand and carry out oral and written instructions; knows common legal terminology; establish and maintain effective working relationships with other county employees, officials, and the general public; make sound decisions under stress, and work well with interruptions.

Moderate to heavy lifting due to court records and equipment.

## **ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent and four years of responsible clerical work related experience including supervisory work within the County Clerk's office.

## **CERTIFICATES AND LICENSES REQUIRED**

Must be bondable.

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