



DeWitt County Job Description

Position Title: Deputy Clerk

Department: County Clerk

FLSA Classification: Non-Exempt

Position's Employee Type: Regular, Full-time

Supervisor: County Clerk

Position Summary:

This position requires comprehensive knowledge of clerical tasks, court procedures, and documentation related to civil, criminal, probate, guardianship, juvenile, mental proceedings, and commissioner's court matters. It also includes familiarity with vital statistics, property records, beer license documentation, and any other records maintained by this office. The Deputy Clerk is expected to assist with a wide range of responsibilities carried out by the County Clerk.

Essential Job Functions:

1. Maintain a thorough understanding of all case types and records managed by the County Clerk's Office, along with the related clerical responsibilities.
2. Accurately enter case information into the computer system and ensure the organized maintenance of both physical and digital case files.
3. Review documents and ensure they are properly filed within the appropriate records maintained by the County Clerk's Office.
4. Execute cashiering duties, including accurate cost calculations, receipt processing, and balancing daily financial transactions.
5. Prepare reports and deposits during the designated timeframe for submission to the County Treasurer's Office.
6. Deliver professional and courteous customer service to the public, both in person and over the phone.

Additional Job Duties:

- Responsible for filing and recording instruments in the real property records.
- Assist customers with locating information related to real property records and cases filed. (Note: Deputy Clerks do not perform searches.)
- Make copies of records as requested and charge accordingly.
- Attend regular and special Commissioner Court meetings in the absence of the County Clerk. Deputy shall take minutes of all actions, record and index the minutes of those meetings.
- Responsible for filing and maintaining vital statistics records such as birth and death records.

- Responsible for issuing marriage license, filing and recording.
- Responsible for issuing certified copies of birth, death and marriage licenses.
- Responsible for the filing and processing of Military Discharge records.
- Responsible for the filing and processing of Beer Licenses.
- Responsible for preparing and recording elected and/or appointed officials' oath and/or bond paperwork and county employee deputations.
- Responsible for filing estray records brought to this office by the Sheriff's Office.
- Responsible for filing and processing brand applications.
- Responsible for processing mail
- Responds to telephone and in office inquiries from the County Judge, attorneys and other interested parties regarding procedures, dates and any other information related to pending and disposed cases.
- Submit monthly reports to the State and County offices.
- Establishes and maintains effective working relationships with members of the legal profession and public.
- Requires close interaction and teamwork between co-workers and supervisors.
- Maintain inventory of and assist in the purchasing of office supplies and repairs to equipment.
- Maintain inventory of the office furniture.
- Maintain inventory of books and case files within the office.
- Assist with records management within the office
- Required occasionally to attend out of office training/schools/seminars.
- Perform any other duties assigned by the County Clerk.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.

Education:

- High school diploma or GED

Experience:

- Minimum of one (1) year of customer service experience. (preferred, but not required)
- Minimum of one (1) year of cash handling experience. (preferred, but not required)

Required Skills:

- Proficiency with the Microsoft Office Suite (Word, Excel, and Outlook)
- Managing accurate paper and electronic files within a file-keeping software.
- Ability to perform simple calculations and ensure proper grammar, spelling, and syntax in written communication.

- Accurately count money, provide the correct change, and balance a cash drawer.
- Familiarity with operating standard office equipment like copiers, adding machines, and phones.
- Ability to multitask while maintaining accurate details and reaching deadlines.
- Ability to work independently while effectively understanding and applying verbal and written instructions.
- Strong oral and written communication skills
- Bilingual in English and Spanish (preferred, but not required)

Physical Requirements & Working Conditions:

This position regularly requires an employee to stand; walk; use arms and hands to reach, feel objects, tools and controls. The employee is occasionally required to climb or balance; stoop; kneel; crouch or crawl; talk or hear; and smell. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, peripheral vision and depth perception.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee Signature

Date

Printed Name

Supervisor Signature

Date

Printed Name