



COUNTY CLERK CALLAHAN COUNTY JOB DESCRIPTION

POSITIONS:

Job Title: Deputy Clerk – Probate & Guardianship

Supervision: County Clerk

Normal Work Schedule: 8 AM – 5 PM Monday – Thursday & 8 AM – 2 PM Friday

Starting Pay: \$11.50 an hour

JOB SUMMARY:

Position requires a variety of duties. Must have knowledge of bookkeeping, computers, typing, general clerical duties, and must meet the public in a friendly manner. Specialized duties are assigned, but will perform other duties assigned and required of the job.

GENERAL JOB FUNCTION ALL DEPUTIES ARE REQUIRED TO DO:

- Payments: receive and post funds (computer ledger); issue receipts for all services and transactions
- General fee ledger: post daily; balance daily & monthly; & reconcile the bank statement with check book
- Certified copies: prepare birth, death, & marriage license; military discharge records; criminal, civil, probate, and real estate records
- Notices: post foreclosure, water, appraisal district, Betty Hardwick, railroad, estray, etc.
- Vital records: death, birth and marriage license- file, issue, collect fee, amend, and record
- Search: criminal, civil and probate records
- Mail: process incoming and outgoing mail (weigh, stamp, & take to post office)
- Military discharge records: record and make certified copies w/out charge
- Citations, capiases and subpoenas: deliver to judge's office
- Plats: file and index - must have a certificate from tax assessor that taxes are paid and are approved by commissioners' court.
- Commissioners' court minutes: record meetings, take notes, document and post agendas
- Bonds, oaths and deputations: record, post, and send necessary documents to Austin
- Brands: record, index and send to Austin first of the month
- Liquor, beer & wine license: sign and seal
- Trust funds: process through bank – registry
- Assumed Name (business name): provide forms, file and record
- Campaign candidate: file reports
- Early voter reports: post in computer, send out Application for Ballot by Mail, send out Ballot by Mail
- Elections: operate tabulation election machine, Central Counting Station, entering final tally of elections into computer software, working early voting, and sending out ballot by mails
- Responsibilities: answer telephone & greet public in a friendly manner; assist the county clerk with any assigned duty within the scope of responsibility and requirements of the job.
- Assist the general – public and private businesses: respond to inquiries and requests to public records and provide other information requested.

PROBATE AND GUARDIANSHIP DEPUTY RESPONSIBILITIES:

- EFile: check at least every 2 hours
- Citations: post, mail and keep track of
- LGS: file, enter and record
- Transfer: to other counties/courts as ordered
- Letters: issue as needed or paid for
- Guardianships
 - JBCC: registration notices
 - Keep list of active guardianships, date reports are due and Person and/or Estate
 - Take necessary reports and orders to the judge after timeline

PHYSICAL REQUIREMENTS:

- Sit & Type: desk or work station
- Stand for long periods of time while recording or making copies
- Lift record books weighing up to 40 lbs.
- Move throughout the courthouse and go to the sheriff's office to obtain or deliver information

WORKING CONDITIONS:

- Primarily indoors in a climate-controlled building
- Occasionally may have exposure to adverse weather when checking the mail or going to the sheriff's office
- Be willing to work extra hours on election days

EDUCATION:

High school diploma preferred

EXPERIENCE:

Employee must have computer experience, typing skills, and 10 key.

SPECIAL SKILLS, KNOWLEDGE AND ABILITIES:

- Knowledge of: effective bookkeeping procedures; current business practices and procedures; and departmental policies and procedures.
- Skills and abilities: computer data entry; type accurately; operate routine office equipment; apply business English, spelling, math and office practices; make decisions in accordance with established departmental rules, regulations and statutes; maintain complex records and files; apply effective bookkeeping procedure; maintain accurate bookkeeping records; establish and maintain effective relationships with co-workers, all county employees and officials, as well as, the general – public; demonstrate proficiency in oral and written communication; and work with interruptions
- ACCURACY is very important.
- Must be willing to help co-workers.

CONTACT WITH OTHERS:

Position involves daily contact with:

- General - public, county employees and officials, attorneys and co-workers
- Local, state, federal agencies
- County chairman of Democrat and Republican parties

Employee must be able to relate well to all and represent the county in a mature and positive manner.