COUNTY CLERK
CALLAHAN COUNTY
PART-TIME JOB DESCRIPTION

POSITIONS:
   Job Title: Deputy Clerk Part-Time
   Supervision: County Clerk
   Normal Work Schedule: 28 Hours a Week
      8:00 A.M. – 5:00 P.M. Tuesday & Wednesday
      1:00 P.M. – 5:00 P.M. Monday & Thursday
      8:00 A.M. – 12:00 P.M. Friday

JOB SUMMARY:
- knowledge of bookkeeping, computers, typing, & general clerical duties
- greet the public in a friendly manner
- preform primary duties assigned and required of the job

GENERAL JOB FUNCTION:
- **index** documents deeds, assignments, affidavits, oil gas & mineral leases, criminal, probate etc.
- responsible for answering telephone & greeting public in a friendly manner
- assist the county clerk within the scope of responsibility & requirements of the job
- notify the county clerk of any special situations
- work **extra hours** on election days as needed

PHYSICAL REQUIREMENTS:
- sitting at a desk or work station typing on computer
- **must be able to lift record books weighing up to 40 lbs. if needed**
- move throughout the TOB/courthouse to obtain and/or deliver information

WORKING CONDITIONS – primarily indoors in a climate-controlled building

EDUCATION – high school diplomas preferred

EXPERIENCE – **Employee must have computer knowledge, typing skills, and 10 key**

SPECIAL SKILLS, KNOWLEDGE, AND ABILITIES:
- computer data entry, type accurately, & use other types of routine office equipment
- apply business English, spelling, math & office practices
- make decisions in accordance with established departmental rules, regulations & statutes, maintain complex records and files
- establish and sustain effective relationships with co-workers, all county employees & officials as well as the general-public
- demonstrate proficiency in oral & written communication
- work with <u>interruptions</u>
- **be precise with work assignments**
- must be willing to help co-workers

CONTACT WITH OTHERS:
- daily interaction with the general-public, county employees & officials, attorneys and co-workers
- represent Callahan County in a mature & positive manner

REVISED 4/8/2024