

WICHITA COUNTY

Job Announcement



Job Posting Number: 2020-016

POSITION: Deputy Clerk Passport/Criminal Section

LOCATION: County Clerk's Office
Wichita County Courthouse

SUPERVISOR: County Clerk or Chief Deputy County Clerk, Criminal Supervisor

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday (Occasional overtime may be required. Overtime is paid in compensatory time.)

SALARY: Up to \$2307.70 monthly (Depending Upon Qualifications)

POSTING DATE: September 30, 2020

CLOSING DATE: October 14, 2020

► **GENERAL DESCRIPTION:** Performs a variety of complex clerical work requiring the use of skills obtained through experience: Is a deputized employee of the County Clerk, who performs acts, which under the seal of the County Court, becomes the official act of the County Clerk. Work involves performing specialized tasks requiring application of department procedures and state law regulations. Greet and deal with persons who come into the office for business. Assembles, organizes enters data in computer, issues voters registration cards. Work requires significant contact with the public and a variety of people working with the election process in person, by telephone and through mail or e-mail. Give general information and provides assistance based on knowledge of department.

► **ESSENTIAL DUTIES:**

- Must assist persons who enter the office in a prompt and courteous manner..
- Receive/process documents and pleadings filed in County and County Court at Law Courts.
- Build computer files, accounting files and make file and docket sheets for each case file.
- Issue citations, subpoenas, all writs and other process in compliance with the law or orders of the court, exercising caution to see that all time limits provided by statute are met or complied with.
- Receive, organize and enter into computer and files all orders, judgments, decrees, and executions entered by the court.
- Prepare and mail form letters and send all notices required by judgments entered. Make reports to state agencies.

- Provide information or assistance to court officials, other agencies or departments, and attorneys and their staff.
- Provide information to general public in person, by telephone or mail; answer questions or direct inquiries to appropriate individuals or agencies.
- Assist superiors in a variety of detailed matters.
- Scan in to computer system all filed documents.
- Other responsibilities may include performing banking, bookkeeping and accounting duties and acting as supply clerk, as needed.

► **MINIMUM REQUIREMENTS:**

- Must be a high school graduate or equivalent (GED).
- Must be bondable
- Personal computer skill, word processing experience, (MS Word, Word Perfect) ability to type 45-50 wpm.
- Excellent interpersonal and communication skills.
- Must be able to work well with other employees, other departments and agencies.
- Must be able to read, complex instruments and legislation.
- Understand and convey information and comply with enforcement requirements.
- Must be able to work in a high stress environment and perform several tasks at once.
- Must be able communicate effectively with others, both verbally and in writing.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Deals extensively with the public and attorneys and their staff, and litigants in lawsuits.
- Performs repetitive tasks daily.
- Must be able to occasionally lift and move loads weighing up to twenty-five (25) pounds.
- The County Clerk’s Office is a non-smoking environment.
- Registered voter in Wichita County, preferred but not required.

► **APPLY TO:**

**Wichita County
Human Resources Office
900 7th Street, Room 132
Wichita Falls, Texas 76301
940.766.8108**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.