

**Coryell County Clerk's Office
Clerk Job Description**

Job Title: Clerk

FLSA: Non-Exempt

EEOC: Office and Clerical

Date: 1/2023

Reports To: County Clerk

SUMMARY: Under direct supervision is responsible for issuing marriage license, birth and death certificates, filing, recording, and maintaining court documents accurately and timely. Providing professional and effective public service. This includes collecting fees and performs duties as necessary.

ESSENTIAL DUTIES:

- Assists the public at the counter and on the phone by answering questions, receiving, reviewing, and processing case filings, preparing copies; plain and certified.
- Issuing, filing, indexing and scanning birth, death, and marriage license.
- Collect fees for appropriate services and transactions.
- Evaluate, analyze, and process daily reports.
- Identify discrepancies, errors, or issues and ensures corrective actions are taken.
- Registers all real property documents, posting notices, and liens.
- Serve as backup for the deed records department to process all Official Public Records.
- Process mail, monthly reports to the State Bureau of Vital Statistics, State Comptroller, and the Secretary of State.
- Approve/deny files from the Bureau of Vital Statistics daily.
- Monitors email, efile, and Permittum for new filings or requests.
- Make certified copies and answer correspondence requesting copies and information.
- Issued assumed names, brands, and record DD-214's.
- Ability to handle confidential information and adhere to strict confidentiality guidelines for the office.
- Responsible for safeguarding all sensitive documents and information following proper procedure for releasing secured information.
- Prepares records to be scanned and archived, including preparing notice and orders of destruction of certain records, allowed by law.
- Arriving on time and completing the workday.
- Any other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This is not a supervisory position.

QUALIFICATIONS: Individual must be able to perform each essential duty necessary to perform this job satisfactorily. Must be able to establish and maintain effective working relationships with co-workers and the public. Must be able to work independently in the absence of supervision. Must be able to read and understand cursive writing. Requirements listed are representative of the knowledge, skill and/or ability required.

EDUCATION/EXPERIENCE: Graduation from High school or GED certificate or graduation from a formal business school, which provides the required knowledge, skills, and abilities and 2 years general office experience or equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of office practices and procedures, English grammar, spelling, and punctuation; Customer Service knowledge of principles and processes for customer services. Assessing customer needs, meeting quality standards for services for customer satisfaction, and making sound decisions based on Texas statutes.

Skilled in operating a personal computer, scanner, calculator, copier, shredder, typewriter (minimum 40 wpm), telephone, laser printer, electronic time clock, and fax machine. Read and write manuals, office memos, and letters. Perform basic mathematical calculations; analyze data; communicate effectively, both in person and on the phone utilizing active listening skills.

Strong interpersonal skills including diplomacy and problem solving to work with positively and effectively with other employees and elected officials. Maintain expected levels of confidentiality.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

PHYSICAL DEMANDS: Daily duties require sitting, standing, walking, kneeling, bending; talking and listening during the shift; use of hands and/or fingers to handle, pick up, grasp, pinch, type or feel; reach, grip and use fine dexterity; push and pull objects. Occasionally lift and carry objects up to 20 pounds; occasional stooping and lifting up 40 pounds; close vision, distance vision, ability to distinguish colors, peripheral vision, depth perception and ability to adjust focus, place arms above, at or below shoulder height; and use of stepladder.

WORK ENVIRONMENT: Work is performed primarily in a climate-controlled open work area shared with other employees and is open to public and office traffic. Worker is occasionally subject to physical hazards from foot traffic. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job.

DISCLAIMER: The proceeding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

SALARY AND BENEFITS:

- Starting salary minimum \$25,800.00
- Paid vacation
- 13 paid holidays
- Scott & White Health Plan

Resumes will be accepted until this position is filled. Please bring resumes to:

Jennifer Newton
Coryell County Clerk's Office
620 E. Main Street
Gatesville, TX 76528

Or email to county.clerk@coryellcountytexas.gov