



Karnes County Job Description

County Clerk's Office Deputy Clerk

Department	County Clerk	FLSA Status	Non-Exempt
Reports To	County Clerk	EEO Classification	
Salary	\$19.23/hr.	Date Approved	
Employee Signature		Supervisor Signature	

Position Summary

Performs a variety of clerical and record keeping duties relating to the operation of the County Clerk's office. Ensures compliance with County Policies, State Statutes and Laws governing the Clerk's office. Provides professional, effective and efficient public service to the general public. Sets an example in professional standards as well as work ethics and efficient customer service.

Working Conditions

- Required to be able to sit or stand for prolonged periods of time;
- Required to lift up to 15 pounds regularly

ESSENTIAL FUNCTIONS

Job Function

- Serves the public in a knowledgeable and professional manner;
- Follow all state statutes pertaining to the operation of the County Clerk's office to include determining when documents meet the necessary requirements for recording and when and to whom vital records may be issued;
- Performs support/clerical duties to include answering phones, alphabetizing, indexing, verifying, filing and maintaining documents, materials and files;
- Considerable knowledge of the deed/records management system, land terminology as applied;
- Receives, verifies and processes a variety of documents, instruments and records for filing and/or recording in the Official Public Record to include all Land Records, Brands, Assumed Name Certificates,
- Process/issue Certified Copies of all vital statistics records to include birth, death and marriage records.
- Process/issue Certified Copies of DD214 documents.
- Create and maintain case files for County Court Misdemeanors and Probate Court.
- Utilizes department-specific specialized and general computer systems for data input, retrieval, etc.
- Accept payments for court costs and fines related to County Court;
- Properly and accurately research records;



Karnes County Job Description

- Other job duties as assigned or necessary.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none">• High school graduate or equivalent	<ul style="list-style-type: none">• Ability to work independently;• Knowledge of laws, rules, regulations and procedures relating to county policies, county forms, legal documents, correspondence and report preparation as needed;• Reference rules, laws, regulations and procedures applicable to work in the County Clerk's office• Ability to use computer systems and software necessary to perform all duties;• Must have and maintain the ability to concentrate on a task over a period of time without being distracted;• Must always possess a cooperative and positive attitude;• Must be able to multi-task while completing each task accurately;• Maintain confidentiality in the performance of duties;• Bi-lingual helpful but not required	<ul style="list-style-type: none">• Valid Texas Driver License	<ul style="list-style-type: none">• Criminal background check• Pre-employment Drug/Alcohol Test	<ul style="list-style-type: none">•

Special (Additional) Notes

- Required to dress in professional business attire at work daily
- Required to be bondable under the County Clerk's Official Bond

Karnes County currently provides 100% medical plan cost coverage for full-time employees. Qualified employees receive \$50,000 of life insurance at no cost. County employees receive retirement benefits



Karnes County Job Description

through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will receive PTO and vacation, which are held until 90 days are complete.

Application Instructions:

To apply for the Karnes County Deputy County Clerk position, please complete the Karnes County Employment Application located at [Karnes County Employment Application](#)

Then email the Karnes County application, a cover letter and resume to jamie.leal@co.karnes.tx.us.

Questions regarding the position may be directed to jamie.leal@co.karnes.tx.us or (830)780-3938.

The position will be posted until it is filled.