



Fayette County Job Posting

143 N Main Street, Suite A
La Grange, TX 78945
An Equal Opportunity Employer

Page 1 of 3

Title: Deputy County Clerk/Recording
Department: County Clerk
Application Deadline: Open Until Filled

FSLA Status: Non-Exempt
Starting Salary: \$17.00-\$20.00 Hourly
(Determined on Qualifications)

BRIEF JOB DESCRIPTION: Under the direct supervision of the County Clerk, this position performs administrative and clerical support for the County Clerk's office. Work involves receiving, recording, and filing of legal documents; verifying, researching and maintaining of official public records recorded in the County Clerk's office; and collecting and receipting payments, answering phones, and providing customer service to the public and various other visitors. Provides effective working relations with County Officials, Department Heads, Staff and the General Public. Maintains confidentiality of the department at all times.

GENERAL KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of principles and practices of general office administration and management; Personal Computer skills and software, including Microsoft Office; Professional Customer Service skills; applicable laws as they pertain to the primary functions of the department; basic accounting fundamentals; proper English usage, spelling, grammar and punctuation; standard office policies, procedures, and equipment.

MINIMUM QUALIFICATIONS: One to three years' experience performing general clerical work in an office setting is preferred; or an equivalent combination of education, training and experience; High School Diploma or equivalent; Valid Texas Driver License.

Fayette County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

Fayette County Job Application is required, and can be completed online at: <https://www.co.fayette.tx.us>.

A resume will be considered, but will not be accepted in lieu of application. Applicants may email applications to Paula.Lewellen@co.fayette.tx.us .Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the County. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Fayette County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview .Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Fayette County.

Visit our website at:
<https://www.co.fayette.tx.us/page/fayette.Jobs.Openings>.



Fayette County, Texas

JOB DESCRIPTION

Job Title: Deputy County Clerk/Recording

Department: County Clerk

FLSA Status: Non-Exempt

Reports To: County Clerk

SUMMARY:

Under direct supervision of the County Clerk, this position lends administrative support to the County Clerk's office; Serves the general public; Handles and maintains documentation.

ESSENTIAL DUTIES:

- Accurately evaluates, analyzes, records, and cashiers recording documents
- Scans, Indexes & verifies recorded documents, with minimal errors
- Receives, opens, reviews, and processes documents, inquiries, and requests by mail/courier, counter customers, and electronic means and collects associated fees
- Prepares, files, records and indexes plats and transports to special housing for storage
- Contacts customers by phone, email, or by letter concerning any deficiencies within documents to be recorded, and returns documents when necessary
- Performs assigned projects by the County Clerk of data entry and correcting, and quality control on all indexes
- Greets the public at the counter to assist or answer general questions in locating documents, recording documents and directing customers to proper department
- Assists other Employees with issuing vital records, cattle brands, and marriage licenses
- Prepares document copies, certified and uncertified, as requested
- Maintains knowledge of statutes pertaining to the real property department and provides written statutes when necessary
- Implements new processes and procedures as directed by the County Clerk
- Accurately maintains and reconciles cash till drawer daily
- Assists with the daily opening and closing duties of the office
- Maintains confidentiality and security of documents and data
- Retains information and processes given to enhance job knowledge and performance
- Functions in a fast-paced work environment
- Pays attention to detail
- Communicates within the department, the office and with customers
- Participates in problem solving, staff meetings, trainings and team building
- Assists customers with the public access computers
- Helps in maintaining paper and changing toner for all copiers and printers
- Promotes a stress-free, friendly environment
- Arrives on time and completes the workday
- Any other duties as assigned by the County Clerk

Note: Regular attendance is considered an Essential Function of this job. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

SUPERVISORY RESPONSIBILITIES: This is a non-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. Requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION/EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One (1) to three (3) years' experience serving in an administrative support role, or an equivalent combination of education, training and experience.

Education: High School diploma or its equivalent.

Licensing: Possession of a valid Texas Driver License.

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, telephone, and printer. Read and write processes, office memos, and letters. Perform basic mathematical calculations; analyze data; and communicate effectively, both in person and on the phone utilizing active listening skills.

Maintain effective positive working relationships with co-workers and the public. Strong interpersonal skills including diplomacy and problem solving to work positively and effectively with other Employees and Elected Officials. Maintain expected levels of confidentiality.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid Texas Driver License.

PHYSICAL DEMANDS:

Duties require: daily sitting, standing, walking, talking, listening, use of hands and/or fingers to handle, pick-up, grasp, pinch, type or feel; lifting of objects up to 20 pounds, close vision, distance vision, ability to distinguish colors, peripheral vision, depth perception and ability to adjust focus. Occasional use of stepladder.

WORK ENVIRONMENT:

Work is performed primarily in a climate-controlled open work area shared with other employees and is open to the public. Health and safety hazards are minimal. Noise level is moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.