

# JOB POSTING

**JOB OPENING** - Applications are now being accepted in the Frio County Clerk's Office for a Full-Time clerical position. Must be computer literate, have internet skills, be kind and polite, and the ability to communicate clearly in a businesslike manner both orally and written. Bilingual preferred. Applications can be found on the Frio County website at [www.co.frio.tx.us](http://www.co.frio.tx.us), and are available at the Frio County Clerk's Office, 500 E. San Antonio St., Pearsall, Texas 78061. No telephone inquiries please. The deadline to receive applications in the Clerk's Office is 5:00 p.m. on Wednesday July 17th, 2024. Frio County is an "at will" and an equal opportunity employer.

### **Shared Responsibilities and Duties:**

- Customer Service to walk in clients, defendants, etc.
- Provide birth certificates/death certificates requested online, fax or in person, including deed requests, criminal records, etc.
- File assumed names and cattle brands
- Create new criminal cases submitted by the county attorney's office or traffic appeals by precinct judges.
- Create and mail out reset notices to defendants if county attorney request.
- Provide assistance to Clerk III in criminal court. Example- copies, file mark, etc.
  
- Issue FTA's for defendants that fail to show up for court and take to Frio County Sheriff's office.
- Record deeds, etc. when needed.
- Help out part time clerk by filing my own documents
- Assist County Clerk with commissioner court minutes when needed.
- Create certified copies of deeds, criminal, or probate when requested.
- Provide and create marriage licenses.
- Close money box and rarely take deposit to bank.

### **Main responsibilities:**

- Oversee criminal cases in county court. Enter plea bargains, judgments and dismissals into LGS and then into CJIS afterwards. We typically have court twice monthly so both dates I have filing and entering to complete.
- Day to day working in the office answering phones, greeting customers, and filing paperwork
- attend yearly trainings to stay up to date on legislative changes and laws that have passed
- Keep up with fee changes and report to LGS to ensure the public is charged appropriately
- Submit timely monthly readings for the Toshiba printer in main office and Court room for accurate invoicing
- Proficient in LGS software that is used to enter and maintain records for our office
- Help oversee maintenance and distribution of land records, birth certificates, death certificates and marriage records for Frio County
- Research for criminal cases, land records, deed records and vital statistics.
- Facilitate appropriate paperwork to Sheriff's office and County Attorney's office and ensure clear communication
- Assist the County Attorney's office in the filing and enforcement of protective orders brought about by the public and ensure that the Sheriff's office has the correct information regarding the whereabouts of both the applicant and respondent.
- Assist in pro-sea protective orders that come through our office
- Maintain all criminal aspects of the Juvenile cases including filing cases and ensuring privacy in maintained