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| Job Title: | Deputy Clerk | | Immediate Supervisor: | Ruth Sisson |
| Department/Group: | County Clerk | | Position Type: | Full Time – 40 hours weekly |
| Hourly Range: | Up to $21.28 per hour | | Date posted: | June 3, 2025 |
| Payroll Contact: | Michele Creighton | | Posting Expires: | June 30, 2025 |
| Lamar County is an Equal Opportunity Employer  Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor’s Office at 903-737-2486 to request assistance. | | | | |
| Applications can be picked up at the HR Office or on the website http://www.co.lamar.tx.us | | | | |
| Fax or E-mail:  903-737-2451 or lamarcohr@co.lamar.tx.us  Subject Line: County Clerks Office  Attention: Deputy Clerk | | Mail:  Lamar County HR  Attn: Michele  119 N Main Room 110  Paris, TX 75460 | | |
| Job Description | | | | |
| Summary  Responsible for document imaging of criminal records, probate records, real property and official public records, vital statistics (birth certificates, death certificates, and marriage licenses records and filing of same. Assistance to general public and custodial duties over records.  Duties and responsibilities   1. Document imaging of criminal, probate, vital statistics, real property and official public record documents that have been filed in the office. 2. Assist in custodial duties over records pertaining to real property, vital statistics, criminal and probate records 3. File criminal records, probate records, real property and official public records, vital statistics records after imaging.   Education Requirements   1. Graduation from accredited high school, or G.E.D. equivalent. 2. Competent typing and computer skills 3. Operative skills of document imaging equipment. 4. Working knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, and Microsoft Internet Explorer preferred.   Working Conditions   1. Flexible working hours. 2. Must be able to bend, sit, stoop, reach overhead, climb ladders, and move objects up to 25lbs. | | | | |  |  |  |