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| Job Title: | Records Management Deputy Clerk | Immediate Supervisor: | Ruth Sisson |
| Department/Group: | County Clerk | Position Type: | Full Time – 40 hours weekly |
| Hourly Range: | Up to $20.60 an hr  | Date posted: | October 8, 2025 |
| Payroll Contact: | Michele Creighton | Posting Expires: | October 18, 2025 |
| Lamar County is an Equal Opportunity EmployerPersons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County HR 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.usSubject Line: County Clerks OfficeAttention: Michele Creighton | Mail:Lamar County HRAttn: Michele119 N Main Room 110Paris, TX 75460 |
| Job Description |
| **SUMMARY**The Records Management Deputy Clerk supports the county’s records management program by organizing, maintaining, and safeguarding official documents and public records in accordance with state laws, county policies, and retention schedules from the Texas State Library and Archives Commission. Duties and responsibilities* Responsible for overseeing the organization, storage and disposal of records in compliance with legal and regulatory requirements, ensuring efficient access and management of information.
* Meeting compliance requirements within the Local Government Records Act.
* Responsible for maintenance, protection, retrieval and disposal of records.
* Ensure compliance with regulatory requirements and industry standards.
* Manage and preserve records in various formats, including digital and paper.
* Assist in implementing, and maintaining county records management policies and procedures.
* Maintain and organize physical and electronic county records, including official documents, meeting minutes, correspondence, contracts, and historical archives.
* Apply state-approved records retention schedules and ensure proper classification, storage, and disposal of records.
* Prepare and process records for transfer to archives or secure destruction in accordance with approved retention guidelines.
* Assist in digitizing and indexing records to support electronic document management systems.
* Any other duty as assigned by the supervisor within the scope of the department.

Education Requirements* High school diploma or GED required.
* Experience in records management, government administration, or office support preferred.
* Competent typing and computer skills.
* Operative skills of document imaging equipment.
* Working knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, and Google Chrome preferred.
* Strong attention to detail and organizational skills.
* Ability to maintain confidentiality and handle sensitive information appropriately.
* Effective communication and teamwork skills.
* Ability to lift and move boxes of records (up to 50 lbs).

Working Conditions* May occasionally travel to or storage facilities with the ability to work independently.
* Must be able to bend, sit, stoop, reach overhead, climb ladders.
* Subject to heavy concentration of secretarial or work processing work for extended periods sufficient to cause fatigue.
* Work in an open space with a team of other employees, personable and social skills preferred.
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