



Job Title:	Part-Time Records Clerk	Immediate Supervisor:	Ruth Sisson
Department/Group:	County Clerk	Position Type:	Part-Time(less than 29 hours weekly)
Salary Range:	\$8.00 to \$10.00 depending on Exp.	Date posted:	November 22, 2017
Payroll Contact:	Jennifer Jackson	Posting Expires:	December 04, 2017 at 9 a.m
<p>Lamar County is an Equal Opportunity Employerw 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.</p>			
<p>Applications can be picked up at the Auditor's Office or on the website http://www.co.lamar.tx.us</p>			
<p>FAX OR E-MAIL: 903-737-2451 or auditor@co.lamar.tx.us Subject Line: Attention: Part-Time Records Clerk</p>		<p>MAIL: Lamar County Auditor's Office Attn: Jennifer 119 N Main Room B05 Paris, TX 75460</p>	
<p>Job Description</p>			
<p>SUMMARY</p> <p>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.</p>			
<p>DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 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. 			
<p>EDUCATION REQUIREMENTS</p> <ol style="list-style-type: none"> 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. 			
<p>WORKING CONDITIONS</p> <ol style="list-style-type: none"> 1. Flexible working hours. 2. Must be able to bend, sit, stoop, reach overhead, climb ladders, and move objects up to 25lbs. 			