



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**DEPUTY CLERK
ECTOR COUNTY COMPLIANCE DEPARTMENT**

The Compliance Department is in need of a Deputy Clerk. The Deputy Clerk will be under the direct supervision of the Compliance Director.

PRIMARY DUTIES: The Deputy Clerk will be responsible for facilitating the collection of fines, fees and court costs imposed by all the courts administered by Ector County. Responsibilities include the following: conducting in person interviews with defendants to review payment plan applications to determine the defendant's financial ability to pay and payment schedule; using tools such as TWC records, TXDOT, Omnibase, Accurint, and property records to verify information; performing collections work on delinquent dockets, including skip tracing through use of various tools; documenting in detail all collection efforts and contacts in creating a case history to prevent reproduction of unsuccessful efforts and to provide a basis for assessing the feasibility of future efforts; and tracking and monitoring payment of fines, fees and court costs. The Deputy Clerk is expected to handle difficult public contact situations that require diplomacy, tact and negotiation skills. The Deputy Clerk is expected to pay thorough attention to detail in ensuring the accuracy and completeness of each defendant's personal financial information. The Deputy Clerk will also perform other clerical functions as required by the Compliance Director.

MINIMUM QUALIFICATIONS: High School diploma/GED is required. Must have a broad knowledge in court proceedings and processes, collections techniques, and customer service. Experience in collections/accounts receivables, working with automated collections systems, and dealing with customers in person is highly desirable. Bilingual (English/Spanish) speaking skills are highly desirable. Must be able to type 35 wpm with minimal errors, 10key calculator by touch, file alphabetically with minimal errors, legible handwriting and correct use of grammar.

***Clerical Testing will be given at the time of the application is submitted**

SALARY: \$13.86 p/h plus excellent benefits; work days & hours: Monday-Friday; 8:00am-5:00pm

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8th Street Room 126, Human Resources Department. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

05/23/17

Job #609