**FULL-TIME EMPLOYMENT OPPORTUNITY**

**DEPARTMENT:** County & District Clerk’s Office

**JOB TITLE POSITION:** County & District Deputy Clerk

**DESCRIPTION OF POSITION:**

The deputy clerk for the County Clerk’s office performs specific clerical functions such as record, scan, index and check out documents. This position will also issue certified copies of birth, death, and marriage certificates; issue marriage licenses; assist in probate matters; file assumed names and assist the public in conducting searches of records.

The District Clerk is the registrar, recorder and custodian of all documents that are part of criminal and civil actions in the District Court. This position assists the District Clerk with managing the courts records. Duties include filing, recording document, assisting the public. Receiving/applying payments of fees and fines, scanning documents, assisting other office staff as well as assist the District Clerk in providing support to the District Judge, District Attorney, other attorneys and court personnel.

**ESSENTIAL DUTIES/FUNCTIONS:**

Essential duties/functions under the supervision of the County Clerk, may include but are not limited to the following:

* Prepare recorded documents for scanning
* Check out recorded documents
* Burn CDs for various companies
* Issue Marriage Licenses
* File and record instruments pertaining to Real Property
* Issue Certified Copies of all Vital Statistics
* Assist with photocopies as needed
* Answer routine telephone and personal inquiries concerning the County Clerk’s office
* Coordinate office functions with other County Departments

Essential duties/functions under the supervision of the District Clerk, may include but are not limited to the following:

* Process pending civil and criminal files
* Receive, classify, and route incoming mail
* Receive and apply payments of fees and fines
* Answer the telephone
* Perform complex clerical assignments in the procession of legal instruments and other court records
* Appear in the courtroom and perform other clerical duties necessary to the efficient operation of the Court
* File original petitions, pleadings, motions, etc. processed at the counter and documents received through the mail and e-file
* Enter in computer system information pertaining to litigants, pleadings, and charges for fees
* Enter in computer system information pertaining to pleadings, briefs, and orders submitted to the court in both civil and criminal cases and file them in the appropriate case files
* Prepare and issue subpoenas, writ of attachments, precepts, capiases, citations (whether by posting, publication, certified mail or sheriff/constable service)
* Deliver various legal documents to the Judge for approval and signature
* File mark orders signed by the Judge and give proper notice to the attorneys and/or the parties by mail
* Respond to telephone inquiries from the public; from attorneys and other interested parties regarding the District Judges’ local rules
* Process temporary restraining orders and protective orders
* Assist with jury summons, jury excuses and jury selection process
* Make docket entries on civil and criminal cases as directed by the Judge
* Retrieve disposed files on criminal and civil matters as needed by the Court
* Administer oaths to defendants for guilty pleas
* Perform general clerical functions and assist other office personnel as may be assigned and required

**SKILLS and ABILITIES:**

The ideal candidate will have the ability to:

* Maintain confidentiality of records as required by law
* Communicate effectively; both orally and in writing
* Use computers and other office equipment efficiently
* Perform assigned duties without continual supervision and to make sound, independent judgments
* Manage multiple and changing priorities as may be necessary
* Establish and maintain effective working relationships as necessitated by work assignments
* Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant
* Function under extreme pressure with a demand for speed and accuracy and meet frequent deadlines

**MINIMUM REQUIREMENTS / QUALIFICATIONS:**

* High School Diploma or equivalent
* One to two years of clerical experience preferred
* Must be at least 18 years of age and
* Must consent to and pass criminal background check
* Bi-lingual in English and Spanish helpful
* SECURITY REQUIREMENT – Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance

Applications may be downloaded from the Kenedy County website at:

[www.co.kenedy.tx.us](http://www.co.kenedy.tx.us)

(Click on Employment Opportunities)

Application MUST be submitted by email: [vvela@co.kenedy.tx.us](mailto:vvela@co.kenedy.tx.us)

Or hand delivered to the County & District Clerk’s Office at 151 North Mallory Street, Sarita, TX 78385

Deadline to receive application: October 15, 2022