



THE COUNTY OF BURNET
BURNET, TEXAS

JOB DESCRIPTION

WORKING TITLE: DEPUTY CLERK, PART TIME
DEPARTMENT: COUNTY CLERK
REPORTS TO: CHIEF DEPUTY/COUNTY CLERK
CLASSIFICATION: GRADE 59 28 hours per week

GENERAL DESCRIPTION

This position is a non-exempt position that will provide support of clerical duties to the County Clerk as Clerk of the Commissioners Court. This is a part time position.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Process and prepare documents – such as government forms, letters, memos, reports
- Review files, records and other documents to obtain information to respond to requests from the County Clerk, the Court, other elected officials/department heads and/or the general public
- Maintain and update filing, inventory, mail and data base systems – either manually or by using a computer
- Operate office machines – such as computers, phones, copiers, scanners, faxes and calculators
- Compile, copy, sort, and file records of the office
- Communicate with customers, employees and other individuals to answer questions, disseminate or explain information and address complaints
- Collect, count and disburse money; do basic bookkeeping and complete a variety of banking transactions
- Answer correspondence and prepare outgoing mail
- Answer telephones, direct calls and take messages
- Regular attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule

ADDITIONAL RESPONSIBILITIES

- Writes and revises user training manuals and office procedures

EDUCATION REQUIREMENTS

- High school graduate or equivalent

EXPERIENCE AND SKILLS

- Must have the ability to speak English clearly to be understood by others
- Must understand written sentences and paragraphs in English

- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Must be solution oriented
- Must have strong analytical and problem solving skills
- Extensive knowledge of broad range of relevant workplace technologies and tools
- Possess the abilities to implement end user solutions and relevant operational processes
- Develop content and provide support for training to all end users
- Provide support for and training to all end users
- Must have the ability to read and understand information and ideas presented in writing
- Must have and maintain the ability to work independently
- Must have and maintain the ability to use computer systems necessary to perform duties
- Must have and maintain the ability to concentrate on a task over a period of time without being distracted
- Must possess a cooperative and positive attitude at all times

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit or stand for prolonged periods of time
- Required to lift up to 30 pounds regularly and up to 50 pounds occasionally
- Specific vision required by this position includes both up close and distance

SPECIAL CONDITIONS

- Required to dress in professional business attire at work daily
- Required to be bondable under the County Clerk's Official Bond
- Required to possess and maintain a valid Texas Driver License and valid Texas Liability Insurance at all times