

**HIDALGO COUNTY
DISTRICT CLERK'S OFFICE**

Job Title: Assistant Deputy Clerk

FLSA Status: Non-Exempt

Dept. Code: 090-001

Civil Service Status: Exempt

SECTION I – JOB DESCRIPTION

SUMMARY: The overall purpose and general responsibilities of the job.

Under direct supervision, is responsible for assembly, preparation and optical image scanning of original legal documents; logs scanning information; batches documents; and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Examines documents to be scanned for legibility and sufficient recording and indexing information;
2. Enters type of record, instrument number and recording date;
3. Adjusts scanning equipment to correct optical settings for exposure, density and resolution;
4. Scans document and monitors screen image to ensure proper recording;
5. Maintains a daily log of documents scanned;
6. Assembles instruments in batches for forwarding to the appropriate section;
7. May deliver certified mail to United States Post Office;
8. Performs related duties as required.

SECTION II – JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION AND EXPERIENCE:

- Graduation from High School or General Education Development (GED) certificate.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general office procedures;
- Ability to operate image terminal and basic office equipment;
- Ability to perform repetitive work with a minimal amount of supervision;
- Ability to identify missing or incorrect information;
- Ability to establish and maintain effective working relationships with co-workers, other County employees and the general public.

SPECIAL REQUIREMENTS:

Acts in the name of the District Clerk and shall perform all official acts as may be lawfully done and performed by such Clerk in person, pursuant to Section 82.005(c) of the Texas Local Government Code.

PHYSICAL DEMANDS:

Physical requirements include lifting/carrying 5-10 lbs. frequently; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard, optical scanner and basic office equipment. Subject to handling, reaching, walking and long periods of sitting to perform the essential functions.

DEPARTMENT JOB REQUIREMENTS: Variations in Job Requirements by department.

SECTION III – JOB DIMENSIONS

RESPONSIBILITY: Supervision given, accountability, safety, and confidentiality.

Job has impact on work unit operations and the public image. Primary responsibility for the proper operation of basic and specialized office equipment.

DIFFICULTY: Judgment, initiative and decision-making.

Decisions are made regarding individual work priorities.

GUIDANCE: Supervision received and level of independence.

Employee receives direct supervision when performing the essential functions. Well defined procedures are used when completing work assignments.

WORKING CONDITIONS: Working environment and other conditions of employment.

Working conditions are in an office environment.

WORK LOCATION: Hidalgo County Courthouse – District Clerk’s Office

WORK HOURS: Monday – Friday, 40 hours per week