

Application to Commissioners' Court to Employ Personnel

To the Honorable Commissioners Court of Williamson County

I, Nancy E. Rister, County Clerk of Williamson County, Texas, hereby make application for authority to employ the following per Local Govt Code 151.001(b):

Proposed Effective Date	# of Position/Description	Proposed Salary with longevity
1/3/2011	Adm Specialists in Archiving(4)	\$28,839.72
1/3/2011	Archives Manager(1)	\$47,374.34
1/3/2011	Adm Specialist County Clerk Recording(1)	\$30,294.94
1/3/2011	Adm Specialist County Clerk Recording(1)	\$28,839.72
1/3/2011	Adm Specialist County Clerk Recording(1)	\$33,246.98
1/3/2011	Office Specialists County Clerk(3)	\$28,839.72 ea
1/3/2011	Office Specialist County Clerk(1)	\$29,567.46
1/3/2011	Office Coordinator II County Clerk Recording(1)	\$44,680.74
1/3/2011	Office Specialist County Clerk(1)	\$33,246.98
1/3/2011	Quality Control Specialist (1)	\$38,456.34
1/3/2011	Chief Deputy County Clerk(1)	\$60,353.54
1/3/2011	Adm Specialist County Clerk (1)	\$27,443.00
1/3/2011	Court Clerk 3 County Clerk(2)	\$29,567.46
1/3/2011	Office Coordinator II County Clerk(1)	\$48,102.60
1/3/2011	Assistant Chief Deputy(1)	\$51,603.50
1/3/2011	Court Clerk 3 County Clerk(1)	\$28,839.72
1/3/2011	Court Clerk 3 County Clerk(1)	\$29,567.46
1/3/2011	Adm Specialist County Clerk(1)	\$36,373.74
1/3/2011	Court Clerk 3 Judicial(6)	\$28,839.72 ea
1/3/2011	Assistant Chief Deputy Judicial(1)	\$49,107.50
1/3/2011	Court Clerk 3 Judicial(1)	\$34,061.82
1/3/2011	Court Clerk 2 Judicial(1)	\$39,069.42
1/3/2011	Court Clerk 3 Judicial(3)	\$31,675.54
1/3/2011	Office Specialist Sr Judicial(1)	\$33,437.82
1/3/2011	Court Clerk 3 Judicial(1)	\$31,051.54
1/3/2011	Court Clerk 3 Judicial(2)	\$31,918.94 ea
1/3/2011	Court Clerk 3 Judicial(1)	\$29,567.46
1/3/2011	Assistant Chief Deputy(1)	\$50,329.76
1/3/2011	Office Specialist Sr Judicial(1)	\$30,294.93

Date 12-20-10 Sworn to Nancy E. Rister

Williamson County Clerk's Office
Job Title: Archives Division Manager

General Statement of Job

Under general supervision, performs supervisory and administrative work of a legal nature overseeing the scanning and indexing of official documents. Work involves supervising and participating in activities of clerks assigned duties to ensure archiving of older instruments already recorded and for performing personnel administration functions pertaining to subordinates. Employee is responsible for administering automated systems for scanning and indexing records and preparation of production reports. Work also involves performing general office administration functions. Reports to the County Clerk.

Specific Duties and Responsibilities

Essential Job Functions

Assigns, directs and supervises activities of Scanner, Indexing and Verification Technicians who are responsible for scanning and indexing legal instruments, ensuring adherence to established laws, regulations, policies, procedures and standards; assists and advises subordinates as necessary, resolving problems as non-routine situations arise.

Supervises indexing of papers on temporary and permanent records and entering of all pertinent data necessary to identify instruments, real property and all parties to the transaction; examines instruments to determine correct acknowledgement before recording.

Configures and develops operational routines and procedures for various automated systems employed in recording and indexing records; trains and advises staff and public of operational techniques; troubleshoots & reports to vendor any hardware and software problems and errors, determines cause of error or stoppage and applies corrective steps or standard operational techniques in cases where stoppage can be corrected; develops remedies to identified program deficiencies or operational failures.

Oversees preparation and submission of periodic statistical reports as required for submission to County Clerk. Creates schedules and goals for completion of automating all books not currently computerized.

Reviews daily reports and ensures that goals are being met by staff.

Additional Job Functions

Reviews and approves timesheets and Leave Form Requests before forwarding to County Clerk.

Perform other work as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 5 years of experience in clerical-administrative work.

Williamson County Clerk's Office
Job Title: Archives Division Manager

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. Of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Williamson County Clerk's Office
Job Title: Archives Division Manager

Regular and Reliable Attendance: Requires dependable and reliable attendance on a regular bases as well as being punctual.

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office and its recording functions.

Has considerable knowledge of federal and state laws, and county policies concerning recording of legal documents.

Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Has considerable knowledge of the principles of supervision, organization and administration.

Has general knowledge of the standard accepted practices and principles of bookkeeping and accounting.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Is able to implement and supervise a system of standard operating procedures which adheres to applicable laws and regulations.

Is able to establish and maintain moderately complex records and files, and to prepare reports from such data.

Is able to plan, direct and supervise the work of a clerical staff.

Williamson County Clerk's Office
Job Title: Cashier Real Estate

General Statement of Job

Under general supervision is responsible for recording official documents; makes certified copies for the public, assists public with the public workstations, and collects processing fees, balances cash drawer, answers telephone, sorts mail and processes it, researches specific lien searches, notifies customers when draw down accounts are low, and perform related duties as necessary. Reports to Office Manager.

Specific Duties and Responsibilities

Essential Job Functions

Document Reception is the entry point for the majority of the work conducted in the office. This area has much visibility with the public and is responsible for the walk-in filer, title company filings and processing mail.

Answer phone and directs calls to appropriate department or answer questions from the public.

Opens and sorts and processes mail.

Make plain and certified copies when requested by customer.

The cashier person must be able to quickly review each document to make sure it meets the requirements for filing and be able to add the correct mailing address if needed.

Must have high organizational skills and be able to keep things in order and be able to switch from doing one job task to another.

Additional Job Functions

Performs data entry legal documents such as real property documents; deeds of trust, affidavits, abstract of judgments and tax liens.

May be asked to scan documents and view for clarity index and verify data, and help customers with photocopy of documents.

Process return letters for documents short on fees for recording, return letters for documents for wrong county, other reasons for returning and creating the return letter.

Perform other duties as required.

Williamson County Clerk's Office
Job Title: Cashier Real Estate

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 3-5 years of experience in clerical-administrative work; or an equivalent combination of education and related experience.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. Of force occasionally and/or up to 10 lbs. of force frequently, and /or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Included giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. requires the ability to prepare correspondence, reports. Forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Williamson County Clerk's Office
Job Title: Cashier Real Estate

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and/or hear(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office and its recording functions.

Has considerable knowledge of federal, state and county laws and policies concerning recording of legal documents and ability to apply State Property Code.

Has considerable knowledge of the principles of supervision, organization and administration. Has the ability to establish and maintain effective working relationships with co-workers.

Has general knowledge of the standard accepted practices and principles of bookkeeping and accounting. Has ability to accurately enter data.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Williamson County Clerk's Office
Job Title: Bookkeeper

General Statement of Job

Under general supervision is responsible for overseeing the cash operations of the office. Handles daily summaries and prepares all money for deposit. Under direct supervision of the County Clerk.

Specific Duties and Responsibilities

Essential Job Functions:

Balances daily department transfer of funds to the Treasurer's office and daily/monthly summary sheets.

Attaches treasury dept. receipts as received.

Records deposits, interest payments and refunds on case management software for various bank accounts.

Prepares deposits, checks, or transfers per court order for civil, guardianships and probate cases.

Reconcile the cash bond account monthly and review the spreadsheet from Criminal to use as backup for the transactions on the account.

Cooperates with county auditors as needed during audits.

Provide check stubs, wire transfer requests and deposit copies for preparation of bank reconciliation.

Reviews receipts from the various departments.

Reconciles Jury Cash Fund. Cashes Jury Cash Fund checks and gets daily change as needed.

Enter requisitions for supplies after quotes have been received and approved by the County Clerk.

Perform other duties as required.

Minimum Training and Experience

Associate's degree with accounting courses or five years of full charge bookkeeping experience. Knowledge and ability to use Excel and Quicken is required. Ability to work efficiently with Windows and other office equipment. Must be able to perform detailed work under pressure in a fast paced environment. 10-key by touch. Ability to establish and maintain effective working relationships with co-workers. Knowledge of general office procedures.

Williamson County Clerk's Office
Job Title: Bookkeeper

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. Of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

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Williamson County Clerk's Office
Job Title: Bookkeeper

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Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office.

Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Has considerable knowledge of the principles of supervision, organization and administration.

Has general knowledge of the standard accepted practices and principles of accounting.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Is able to implement and supervise a system of standard operating procedures which adheres to applicable laws and regulations.

Is able to establish and maintain moderately complex records and files, and to prepare reports from such data..

Williamson County Clerk's Office
Job Title: Archive Indexing/Scanning Technician

General Statement of Job

The Archive Technician is responsible for data entry and scanning of documents dating from the beginning of Williamson County records. The Technician also performs related duties as required. Reports to the Archive Division Manager.

Specific Duties and Responsibilities

The Archive Technician processes the legal documents making them available online for public use.

The processes include:

- locating the original documents in the Research Library
- organizing and numbering the documents if necessary
- entering the data (indexing) into the appropriate fields in the appropriate software
- compares to original handwritten index books
- scanning the documents and reassembling the books to be returned to the Research Library
- verifying data and clarity of the images

The Archive Technician will demonstrate organizational skills, accuracy and the ability to work well in a team and accept constructive suggestions.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 2 years of experience in clerical-administrative work, or an equivalent combination of education and related experience.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

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Williamson County Clerk's Office
Job Title: Archive Indexing/Scanning Technician

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

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Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Regular and Reliable Attendance: Requires dependable and reliable attendance on a regular basis as well as being punctual.

Knowledge, Skills and Abilities

Must have knowledge of general office procedures. Ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft

Williamson County Clerk's Office
Job Title: Archive Indexing/Scanning Technician

Windows; ability to establish and maintain effective working relationships with co-workers. Must be able to work cooperatively with others to create a team atmosphere.

Williamson County Clerk's Office
Job Title: Criminal Scanning Clerk

General Statement of Job

Under direct and general supervision is responsible for scanning court records, proofing the other indexers work and indexing. Reports to Criminal Division Supervisor.

Specific Duties and Responsibilities

Essential Job Functions

Indexing, scanning and proofing scanned court documents.
Prepares documents for scanning by removing all staples and paper clips, smudging the seal so that they will show clearly for the scanner.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 2 years of experience in clerical-administrative work, or an equivalent combination of education and related experience.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports. Forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an

Williamson County Clerk's Office
Job Title: Criminal Scanning Clerk

extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

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Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Knowledge of general office procedures. Ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows; ability to establish and maintain effective working relationships with co-workers.

Williamson County Clerk's Office
Job Title: Vital Statistics Specialist

General Statement of Job

Under general supervision is responsible for issuing marriage license, birth and death certificates. This includes collecting fees and performs related duties as necessary. Reports to Office Manager.

Specific Duties and Responsibilities

Essential Job Functions

Filing, indexing and scanning birth, death, marriage license.

Collect fees for appropriate recordings, and balance the cash drawer daily.

Process mail, monthly reports to the State Bureau of Vital Statistics and State Comptroller.

Answer phone and directs calls to appropriate department or answers questions from the public.

Download daily files from the State Bureau of Vital Statistics.

Makes certified copies and answer correspondence requesting copies and information.

Additional Job Functions

Mail abstracts of the death certificate to the Voter Registrars in Texas.

Maintain and issue copies of naturalization and declaration records.

Assists the public.

Perform other duties as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 3-5 years of experience in clerical-administrative work; or an equivalent combination of education and related experience. Prefer experience in real estate and/or a civil engineering firm.

Williamson County Clerk's Office
Job Title: Vital Statistics Specialist

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

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Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Williamson County Clerk's Office
Job Title: Vital Statistics Specialist

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office and its recording functions.

Has considerable knowledge of federal, state and county laws and policies concerning recording of legal documents.

Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Has considerable knowledge of the principles of supervision, organization and administration.

Has general knowledge of the standard accepted practices and principles of bookkeeping and accounting.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Williamson County Clerk's Office
Job Title: Customer Service

General Statement of Job

Under general supervision is responsible for helping customers; make certified and non-certified copies, assists with plat location and collects fees for copies, answers telephone, researches specific lien searches and performs related duties as necessary. Reports to Office Manager.

Specific Duties and Responsibilities

Essential Job Functions

Answers phone and directs calls to appropriate department or answers questions from the public.

Assists the public with finding documents and plats, looking up documents on the public work stations.

Make plain and certified copies, acts as a cashier and controls print queue.

Additional Job Functions

Process written requests for searches.

Check books in shelves daily and keep them dust free and in numerical order.

Scan Notice of Trustee Sales into system every month.

Checks backup report daily. Inventories backup tapes each Monday and exchanges tapes from offsite storage at annex.

Creates CDs for distribution and creates invoices for appropriate entities. Charges entities escrow accounts for data on CD.

Perform other duties as required

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 3-5 years of experience in clerical-administrative work; or an equivalent combination of education and related experience. Prefer experience in real estate and/or a civil engineering firm.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Williamson County Clerk's Office
Job Title: Customer Service

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Williamson County Clerk's Office
Job Title: Customer Service

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Regular and reliable attendance: Requires dependable and reliable attendance on a regular basis as well as punctual.

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office and its recording functions.

Has considerable knowledge of federal and state laws and county policies concerning recording of legal documents.

Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Has considerable knowledge of the principles of supervision, organization and administration.

Has general knowledge of the standard accepted practices and principles of bookkeeping and accounting.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Ability to establish and maintain effective working relationships with co-workers. Must be able to work cooperatively with others to create a team atmosphere.

Williamson County Clerk's Office
Job Title: Indexing Technician

General Statement of Job

Under direct and general supervision is responsible for performing data entry of real property documents; locates missing documents and performs related duties as required. Reports to Records Division Manager.

Specific Duties and Responsibilities

Essential Job Functions

Performs data entry to index legal documents such as real property documents; deeds of trust, deeds, affidavits and tax liens.

May research incorrect information on returned mail.

Verifies consecutive document numbers, enters type of document, amount if necessary, legal description, date of filing, execution date, Grantor, Grantee and the return address.

Additional Job Functions

May cashier, scan documents and view for clarity, and help customers with photocopy of documents.

Perform other duties as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 2 years of experience in clerical-administrative work, or an equivalent combination of education and related experience.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Williamson County Clerk's Office
Job Title: Indexing Technician

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, Forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Knowledge of general office procedures. Ability to understand and apply State Property Code; ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows operating systems; ability to establish and maintain effective working relationships with co-workers.

Williamson County Clerk's Office
Job Title: Quality Control Manager

General Statement of Job

Under direct supervision is responsible for reviewing data entry and scanned images of any and all official documents filed in the office; sets indexing standards as well as imaging standards and performs related duties as required. Reports to Office Manager.

Specific Duties and Responsibilities

Essential Job Functions

Reviews scanned instruments and data entry accuracy on legal documents such as real property documents; deeds of trust, deeds, affidavits and tax liens and resolving discrepancies between entries. Verifies documents coming into the office go back to the sender per LGC 91.101. This will include over 100,000 documents per year plus 45,000 or more of archived documents from 1983 to 1848. Will create and maintain indexing standards, scanning standards as well as maintaining related manuals. Will supervise indexers, scanners, verifiers, and others who do this type of work.

Will research incorrect addresses on returned mail and correct detail entered for return addresses. Will supervise processing of documents for mailing and create and maintain a manual related to this process as well.

Verifies consecutive document numbers, legal description, date of filing, Grantor, Grantee and the return address. This includes current documents and documents filed in years past as time allows. Review procedures will include all documents being archived from the beginning of the recordation in Williamson County (1848-present).

Additional Job Functions

Reporting to Office Manager on problems and corrections to be made in procedures and personnel who made the errors including keeping track of errors made by personnel and the types of errors made. Monthly reporting will be required containing statistics and error reporting.

Perform other duties as required such as cataloging microfilm made from backups and filing it in cabinets as well as sending for storage the original silver copies at Iron Mountain's vault.

Minimum Training and Experience

Graduation from high school or a GED, and 12 years of general office experience including experience dealing with all facets of recordation and return of documents.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Williamson County Clerk's Office
Job Title: Quality Control Manager

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. requires the ability to prepare correspondence, reports. Forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Williamson County Clerk's Office
Job Title: Quality Control Manager

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Knowledge of general office procedures. Ability to understand and apply State Property Code; ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows; ability to establish and maintain effective working relationships with co-workers.

Williamson County Clerk's Office
Job Title: Executive Assistant

General Statement of Job

Under general supervision, performs supervisory and administrative duties in support of the County Clerk. Work involves filing and maintain data regarding records retention compliance; employee timesheets and leave forms; open records requests and any special projects assigned as needed by the County Clerk. Employee is responsible for utilizing computerized data entry equipment to prepare correspondence, reports, forms, spreadsheets, internet access and input to website maintaining office accounting records and preparing associated reports, and assisting in budget and payroll preparations; and considerable public contact in greeting visitors and providing information or routing communications. Reports to the County Clerk.

Specific Duties and Responsibilities

Essential Job Functions

Performs research and compiles data for special projects or reports as assigned ensuring completion by specified deadlines and in accordance with outlined objectives and goals.

Answers telephone and receives inquiries, provides information based on considerable knowledge of County programs and activities or refers callers to appropriate personnel or agencies as necessary; routes messages for office personnel, as necessary.

Composes routine correspondence and types materials on behalf of County Clerk from typed or handwritten copy, assuming responsibility for correctness of spelling, punctuation, format and grammar, reviews and amends correspondence for correctness of spelling, punctuation, format and grammar.

Maintains administrative office supply inventories, prepares requisitions as necessary; oversees maintenance of office machinery, contacting outside service vendors as necessary.

Assists in compiling and maintaining personnel records and in processing timesheets for payroll including verification of leave forms and scheduling; orients new employees, distributes forms for employment, changes in pay and ensures completeness and accuracy of completed forms.

May assist in compilation and administration of office budget.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; establishes and maintains tangible files; summarizes information for standard reports selecting data from varied sources.

Will collect mail from post office box daily including checking for certified mail daily at the window. Sorting of the mail will follow with distribution to proper areas.

Williamson County Clerk's Office
Job Title: Executive Assistant

Limited management responsibilities as assigned.

Internet upload or entry into the county website will also become assigned as access to the records through the internet becomes available. Will manage the County Clerk home pages of the county website by adding documents as attachments or photos or language to each page as necessary.

Additional Job Functions

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate to enhance and maintain knowledge of trends and developments in field of record management.

Assists and advises other office employees in the use of various computer programs and software. Installs updates and new releases or patches on proper servers. Installs hardware except for servers, sets up e-mail on individual pcs, retrieves weekend backup tapes for transfer to offsite storage. Monitors backup program unusual activity or failures. Works with software vendor and IT dept. as needed.

Perform other related work as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 10+ years of experience in clerical-administrative work or an equivalent combination of education and related experience.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. Of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. requires the ability to prepare correspondence, reports. Forms, charts, etc., using proper format and conforming to all rules of punctuation,

Williamson County Clerk's Office
Job Title: Executive Assistant

grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office and its recording functions.

Has considerable knowledge of federal, state and county laws and policies concerning recording of legal documents.

Williamson County Clerk's Office
Job Title: Executive Assistant

Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Has considerable knowledge of the principles of supervision, organization and administration.

Has general knowledge of the standard accepted practices and principles of bookkeeping and accounting.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Is able to implement and supervise a system of standard operating procedures which adheres to applicable laws and regulations.

Is able to establish and maintain moderately complex records and files, and to prepare reports from such data.

Is able to plan, direct and supervise the work of a clerical staff.

Williamson County Clerk's Office

Job Title: Office Manager

General Statement of Job

Perform supervisory and administrative work of a legal nature overseeing the recording and indexing of official documents. Work involves supervising and participating in activities of clerks assigned to recording duties to ensure proper handling of legal instruments and for performing personnel administration functions pertaining to subordinates. Responsible for administering automated systems for recording and indexing records and preparation of production reports. Work also involves performing general office administration functions. Reports to County Clerk.

Specific Duties and Responsibilities

Essential Job Functions

Assists the public in person or on the phone with concerns or complaints regarding any issues within the recording division. These could be dissatisfied or irate customers.

Supervise all recording division personnel including cashiers, scanners, vitals technicians, indexers and customer service personnel ensuring a consistent, smooth workflow.

Assist all department personnel with questions or issues regarding all facets of the recording division duties and responsibilities.

Correct discrepancies within any OPR documents, vitals transactions and/or receipts using Anthem software.

Run daily reports and Balance Sheet using Anthem software and ensure all cash drawers balance before transferring reports and money to bookkeeper.

When bookkeeper is out, ensure deposit for Treasurer's office is properly prepared and secured within the courier room for pickup.

Monitor and prepare weekly productivity reports for the County Clerk detailing production rates and customer volume.

Review birth, death and marriage applications and verify that security paper used for these transactions aligns with customer requests.

Notify companies with draw-down accounts when their escrow account balance becomes low. Deposit checks submitted by customers into proper draw-down accounts for current and future transactions.

Prepare customer escrow account details and verify all monthly financial data balances with reports supplied by county auditor's office each month.

Williamson County Clerk's Office
Job Title: Office Manager

Review and approve personnel time sheets and leave requests before forwarding to the County Clerk.

Additional Job Functions

Perform other duties as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 3-5 years of experience in personnel management or supervision; or an equivalent combination of education and related experience.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. requires the ability to prepare correspondence, reports, forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Williamson County Clerk's Office
Job Title: Office Manager

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Regular and Reliable Attendance: Requires dependable and reliable attendance on a regular basis as well as being punctual.

Knowledge, Skills and Abilities

Have thorough knowledge of the organization and functions of the County Clerk's Office and its recording functions.

Have considerable knowledge of federal, state and county laws and policies concerning recording of legal documents and Vital Statistics operations.

Have considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Have considerable knowledge of the principles of supervision, organization and administration.

Have general knowledge of the standard accepted practices and principles of bookkeeping and accounting.

Williamson County Clerk's Office
Job Title: Office Manager

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Is able to plan, direct and supervise the work of a clerical staff.

Williamson County Clerk's Office
Job Title: Plats and Liquor License

General Statement of Job

Under general supervision is responsible for recording plats; update plat maps, make certified copies, assists with plat location, and collects fees, answer telephone and performs related duties as necessary. Reports to Office Manager.

Specific Duties and Responsibilities

Essential Job Functions

Records plats as they are approved by the Commissioner's Court or cities.

Scans in recorded plats on wide format copier.

Assists and advises the public about subdivision rules and plat filing and location of subdivision. Make copies of plats once they are recorded and distribute to appropriate entities.

Record cattle brands.

Process paper work for liquor license.

Additional Job Functions

Answer phone and assist in Research area as needed.

Perform other duties as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 3-5 years of experience in clerical-administrative work; or an equivalent combination of education and related experience. Prefer experience in real estate and/or a civil engineering firm.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Williamson County Clerk's Office
Job Title: Plats and Liquor License

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or associates.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, orientation, shape and scale.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Regular and reliable attendance. Requires dependable and reliable attendance on a regular basis as well as punctual.

Williamson County Clerk's Office
Job Title: Plats and Liquor License

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office and its recording functions.

Has considerable knowledge of federal, state and county laws and policies concerning recording of legal documents.

Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Has considerable knowledge of the principles of supervision, organization and administration.

Has general knowledge of the standard accepted practices and principles of bookkeeping and accounting.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Ability to establish and maintain effective working relationships with co-workers. Must be able to work cooperatively with others to create a team atmosphere.

Williamson County Clerk's Office
Job Title: Criminal Court Clerk

General Statement of Job

Under general supervision, performs specialized clerical work for the County courts system. Work involves processing files and documents which may pertain to criminal proceedings. Employee is responsible for utilizing computer-driven data entry equipment to prepare and modify files and for answering the phones and assisting the general public, including receiving payment for fees and fines. Duties assigned to employees in this job title may vary according to division of workload and the needs of the County Clerk's office. Reports to the Criminal Division Supervisor.

Specific Duties and Responsibilities

Essential Job Functions

Receives inquires via telephone or in person, responding based on knowledge of policies and procedures for processing court documents and orders; receives payments and issues receipts; logs payments in appropriate files and places money in cash drawers.

Prepares invoices for defendants indicating amount payable to court as fines or fees; calculates monthly payments, and time served to be credited against fines as appropriate.

Prepares dispositions of cases either by final convictions reduced, formal probation, deferred adjudication, deferred prosecution pending, dismissals, probation revocations, and motions to withdraw.

Reviews court dockets and sorts case files according to docket for submission to presiding judge; returns files to criminal court offices after court sessions.

Review all documents submitted in an assigned cause of action and make the appropriate notation regarding that document on the case docket.

Issues warrants and orders of arrest; issues subpoenas; receives returned subpoenas and distributes to courts as appropriate.

Update in-house software with payments received and issue receipts.

Sort, reviews for completeness and accuracy, date stamp and code various documents, files, judicial orders, etc., according to established procedures.

Additional Job Functions

Performs other related work as required.

Williamson County Clerk's Office
Job Title: Criminal Court Clerk

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 2 years of experience in clerical-administrative work, or an equivalent combination of education and related experience.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Williamson County Clerk's Office
Job Title: Criminal Court Clerk

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Knowledge of general office procedures. Ability to understand and apply State Property Code; ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows; ability to establish and maintain effective working relationships with co-workers.

Williamson County Clerk's Office
Job Title: Civil Division Supervisor

General Statement of Job

Under general supervision, performs supervisory and managerial work overseeing administrative procedures and accounting functions for County courts. Work involves establishing policies and procedures for advancement of court cases and coordinating case flow with various court officers. Employee is responsible for supervising activities of clerks assigned to the court duties to ensure proper handling of court case records and for performing personnel administration functions pertaining to subordinates. Work also involves oversight of money handling and accounting procedures involving court fees, trust accounts, and preparation of a variety of court activity reports. Reports to County Clerk.

Specific Duties and Responsibilities

Essential Job Functions

Develops and implements policies and procedures for advancement of court cases in county courts, including filing, disposition and docket placement, ensuring adherence to applicable federal, state and local laws, regulations, ordinances, etc.

Assigns, directs, trains and supervises activities of deputy clerks responsible for processing court cases and associated records, ensuring adherence to established policies, procedures and standards, assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Coordinates and responds to all civil/probate questions and prepares all specialty orders as directed by the County Court at Law Judges.

Tracks, screens and corresponds with attorneys, executors, guardians, and the public regarding past court documents.

Handles requests to the Treasurer's office for investment and reimbursement of condemnation cases and trust accounts.

Prepares monthly reports for civil, probate, and mental health cases for OCA, monthly fee reports, civil index of cases filed, and generates report of trust transactions for submission to the Auditor.

Prepares special tracking report for County Court at Law Judges.

Submitting information to DPS regarding guardianship orders.

Reviews work of bookkeeper including verifying balance on bank reconciliations to check registers and detail which relates to the balance. Prepares daily deposit if bookkeeper and clerks are unavailable.

Williamson County Clerk's Office
Job Title: Civil Division Supervisor

Manages a database of court documents, court costs and fees. Prepare all civil/probate appeals in a timely manner for submission to the 3rd Court of Appeals.

Prepares when clerks are unavailable or issues citations, writs, commitments, injunctions, protective orders, subpoenas, retain orders and notices as required by statute, rule or order of the Court. Prepares necessary copies of pleadings and related documents to all parties prior to court hearings and retrieves all copies for proper disposition after hearings. May require working late on hearing days.

Requires interaction and promotion of cooperation between the Clerks' office, County Attorney's office, the Constables' offices, and the County Courts at Law.

Reviews and approves timesheets before forwarding to County Clerk.

Additional Job Functions

Performs other work as required.

Minimum Training and Experience

Graduation from high school or a GED supplemented by college-level course work in legal, public administration, business or a related field. Preferably a Associate's Degree or Bachelor's Degree, with 5 years of experience preferably in civil/probate litigation; or an equivalent combination of education and related experience.

Special Requirements

Knowledge of Texas Probate Code, Texas Rules of Court, and legislative changes for fees. Have considerable knowledge of County Court at Law system.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Williamson County Clerk's Office
Job Title: Civil Division Supervisor

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Regular and Reliable Attendance: Requires dependable and reliable attendance on a regular bases as well as being punctual.

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office and the County court system.

Williamson County Clerk's Office
Job Title: Civil Division Supervisor

Has considerable knowledge of federal, state and county laws and policies concerning recording of legal documents and the County fiscal operations.

Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Has considerable knowledge of the principles of supervision, organization and administration.

Has general knowledge of the standard accepted practices and principles of bookkeeping and accounting.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Is able to implement and supervise a system of standard operating procedures which adheres to applicable laws and regulations.

Is able to establish and maintain moderately complex records and files, and to prepare reports from such data.

Is able to plan, direct and supervise the work of a clerical staff.

Is able to prepare clear and concise reports and to compile and analyze financial statements and reports.

Is able to exercise independent judgment and initiative in applying standards to a variety of work situations.

Is able to express ideas orally and in writing.

Is able to exercise tact and courtesy in frequent contact with various County personnel, public officials and the general public.

Is able to exercise tact and discretion in handling confidential records.

Is able to establish and maintain effective working relationships as necessitated by work assignments.

Is able to stay current on legislative changes effecting fees and process on a county level.

Williamson County Clerk's Office
Job Title: Civil Division Supervisor

Is able to manage and supervise court clerks, training, and cross train the clerks for various positions in the court system, track inventories, annual accounts, orders, annual reports of the person, cash bonds with room for zero error.

Is able to take initiative, to be credible and capable to lead and motivate others and is familiar with court procedures.

Williamson County Clerk's Office
Job Title: Civil Court Clerk

General Statement of Job

Under general supervision, performs specialized clerical work for the County courts system. Work involves processing all documents, files and judicial orders which may pertain to civil, court proceedings. Employee is responsible for utilizing computer-driven data entry equipment to prepare and modify files and for answering the phones and assisting the general public, including receiving payment for court fees, bond deposits and judgment awards. Duties assigned to employees in this job title may vary according to division of workload and the needs of the County Clerk's office. Reports to the Civil/Probate Supervisor of the Courts division.

Specific Duties and Responsibilities

Essential Job Functions

Opens, reviews and sorts incoming mail; records mail payments on log, receives and processes petition/application instituting a cause of action by classifying the case, assessing the fees and makes appropriate notations on the computer system; mails various citations, orders or copies as appropriate.

Prepare or issues citations, writs, commitments, subpoenas, retains orders and notices as required by statute, rule or order of the court. Prepares necessary copies of pleadings and related documents to all parties prior to court hearings and retrieves all copies for proper disposition after hearings. May require working late on hearing days.

Assist the public in responding to inquiries, whether in person, via telephone or mail. Coordinates with various court offices, law enforcement officials and attorneys; assists each department in obtaining citation and service, prepares correspondence and searches court records as necessary to answer inquiries.

Sorts, reviews for completeness and accuracy, date-stamps and/or codes various documents, files, judicial orders, etc., according to established procedures; assigns various routing codes to computer files to designate intended recipient for further processing if appropriate.

Reviews all orders signed by the Judge to determine what further action, if any, is required by the County Clerk's office and completes said action. Routes files related to assigned causes of action scheduled on the day's docket to the specified court. Prepares and records for the appeal to the Appellate Court.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary.

Special assigned clerk ensures and verifies that all exhibits received concur with the Exhibit Log Sheet which accompanies the exhibits and is prepared and submitted to the

Williamson County Clerk's Office
Job Title: Civil Court Clerk

County Clerk's office by the Court Reporter. Clerk enters exhibit information into computer system, releases exhibits as needed for court trial or per written request by case party or public and verifies returned exhibits against Exhibit Log Sheet. Clerk retains exhibits for the required retention period in Exhibit Room or assigned storage area in the Justice Center attic.

Processes all payments received, issue receipts, logs payments in appropriate files.

Process all the following type cases; all probate related cases, guardianship, administration, heirships, etc., all civil related cases, condemnation, occupational license, foreign judgement, etc., all bond forfeiture related cases and all mental health related cases and emergency guardianships.

Serves as contact liaison between the County Court at Law Judge, his staff and the a variety of other county departments and agencies for paperwork, information and case status in any civil/mental health docket related matters.

Indexes, scans and proof reads scanned court documents.

In jury trials, prepares all forms as needed for trial, receives and makes required copies of jurors list, calls roll, seats jurors in court, pays jurors as needed, sits in court during Voir Dire, records jurors strikes and distributes list of final jurors to Judge and attorneys.

Serves as back-up for bookkeeper to make daily deposit and balances cash drawer daily.

Additional Job Functions

Performs other related work as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 2 years of experience in clerical-administrative work, or an equivalent combination of education and related experience.

Special Requirements

Knowledge of Rules of Civil Procedure, Texas Rules of Court and legislative changes for fees. Have considerable knowledge of County Court at Law system.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to

Williamson County Clerk's Office
Job Title: Civil Court Clerk

exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, Forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Williamson County Clerk's Office

Job Title: Civil Court Clerk

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Knowledge of general office procedures. Ability to understand and apply State Property Code; ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows; ability to establish and maintain effective working relationships with co-workers.

Williamson County Clerk's Office
Job Title: Assistant Court Collections Clerk

General Statement of Job

Under general supervision, performs specialized clerical work for the County courts system. Work involves research, investigation and collection of court fees and fines not paid. Duties assigned to employees in this job title may vary according to division of workload and the needs of the County Clerk's office. Reports to the County Clerk & Criminal Division Supervisor.

Specific Duties and Responsibilities

Essential Job Functions

Assist the Compliance Officer (Court Collections Clerk) in the performance of his/her duties, including but limited to:

Receives and answers inquires via telephone or in person of defendant identity, current addresses.

Inputs and runs reports on delinquent balances.

Must be able to trace defendants' current location or residence by use of various Internet databases to locate defendant.

Prepares and sends postcards to defendants with delinquent balances according to the degree of delinquency.

Interviews defendant as necessary to arrange payment plan or collect money owed.

Documents collections notes, letters, and any necessary information in client database.

Reviews weekly court dockets for repeat offenders who may have outstanding balances on prior cases. Communicates with County Attorneys and Court offices regarding defendants with unpaid balances with new cases.

Attends various meetings and workshops as tools to help improve the collections process.

Creates and modifies payment applications, forms, logs, and reports as needed for collections.

Assists defendants in the collections process. Reviews the information on the payment application and updates person screen in Able Term when necessary. This clerk calculates and sets up and explains a payment plan which will correspond with the Certificate of Ability to Pay if defendants do not pay on the day sentenced.

Williamson County Clerk's Office
Job Title: Assistant Court Collections Clerk

Additional Job Functions

Performs other work as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in bookkeeping and 5 years of experience in collections work, or an equivalent combination of education and related experience. Background in collections and or investigations required in private or public. Must be able to work independently and be dependable. Daily work in the office required.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

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Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Williamson County Clerk's Office
Job Title: Assistant Court Collections Clerk

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Regular and Reliable Attendance: Requires dependable and reliable attendance on a regular bases as well as being punctual.

Knowledge, Skills and Abilities

Knowledge of general office procedures required. Ability to understand and apply State law; ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows; ability to establish and maintain effective working relationships with co-workers. Requires knowledge and use of Internet search engines and people searches as well as databases to locate and identify defendants who have unpaid fees.

Williamson County Clerk's Office
Job Title: Criminal Division Supervisor

General Statement of Job

Under general supervision, performs supervisory and managerial work overseeing administrative procedures and accounting functions for County courts. Work involves establishing policies and procedures for advancement of court cases and coordinating case flow with various court officers and law enforcement officials. Employee is responsible for supervising activities of clerks assigned to the court duties to ensure proper handling of court case records and for performing personnel administration functions pertaining to subordinates. Work also involves oversight of money handling and accounting procedures involving court fines and fees, and preparation of a variety of court activity reports. Reports to County Clerk.

Specific Duties and Responsibilities

Essential Job Functions

Develops and implements policies and procedures for advancement of court cases in County courts, including filing, disposition and docket placement, ensuring adherence to applicable federal, state and local laws, regulations, ordinances, etc.

Assigns, directs, trains and supervises activities of Deputy Clerks responsible for processing court cases and associated records, ensuring adherence to established policies, procedures and standards, assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.

Handles requests to the Auditor's office for reimbursement to law enforcement agencies for warrants served.

Prepares monthly reports for misdemeanor criminal cases, monthly fee reports, weekly criminal index of cases filed, and generates report of fees collected for submission to the Auditor.

Submitting information to DPS regarding required education for defendants on probation and license suspension information.

Answers incoming mail from attorneys, law enforcement agencies, statewide district and county attorney's offices, inmates, bonding companies, state and local government agencies and the public.

Making certified copies and performing criminal background checks searches.

Manages a database of court documents, court costs and fines and issuing warrants for delinquent fees. Prepare all misdemeanor appeals in a timely manner for submission to the 3rd Court of Appeals.

Issues subpoenas, bond forfeiture warrants, and bond surrender warrants.

Williamson County Clerk's Office
Job Title: Criminal Division Supervisor

Requires interaction and promotion of cooperation between the Clerks' office, County Attorney's office, Probation Dept. and County Courts at Law.

Reviews and approves timesheets before forwarding to County Clerk.

Additional Job Functions

Performs other related work as required.

Minimum Training and Experience

Graduation from high school or a GED supplemented by college-level course work in criminal justice, public administration, business or a related field. Preferably a Degree in Criminal Justice, 3-5 years of experience in clerical-administrative work, preferably in a criminal justice or law enforcement setting; or an equivalent combination of education and related experience.

Special Requirements

Knowledge of law, judicial system, management, accounting, court dockets, probate, Penal Code, Texas Rules of Court and Criminal Code of Procedure.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. Of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. requires the ability to prepare correspondence, reports. Forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Williamson County Clerk's Office
Job Title: Criminal Division Supervisor

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office and the County court system.

Has considerable knowledge of federal, state and county laws and policies concerning recording of legal documents and the County fiscal operations.

Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Williamson County Clerk's Office
Job Title: Criminal Division Supervisor

Has considerable knowledge of the principles of supervision, organization and administration.

Has general knowledge of the standard accepted practices and principles of bookkeeping and accounting.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.

Is able to implement and supervise a system of standard operating procedures which adheres to applicable laws and regulations.

Is able to establish and maintain moderately complex records and files, and to prepare reports from such data.

Is able to plan, direct and supervise the work of a clerical staff.

Is able to prepare clear and concise reports and to compile and analyze financial statements and reports.

Is able to exercise independent judgement and initiative in applying standards to a variety of work situations.

Is able to express ideas orally and in writing.

Is able to exercise tact and courtesy in frequent contact with various County personnel, public officials and the general public.

Is able to exercise tact and discretion in handling confidential records.

Is able to establish and maintain effective working relationships as necessitated by work assignments.

Is able to stay current on legislative changes effecting fees and process on a county level.

Is able to manage and supervise court clerks, training, and cross train the clerks for various positions in the court system, track warrants, bond forfeitures, cash bonds, court cost and fines with room for zero error.

Is able to be initiative, credible and capable to lead and motivate others and is familiar with court procedures.

Williamson County Clerk's Office
Job Title: Court Collections Clerk

General Statement of Job

Under general supervision, performs specialized clerical work for the County courts system. Work involves research, investigation and collection of court fees and fines not paid. Duties assigned to employees in this job title may vary according to division of workload and the needs of the County Clerk's office. Reports to the Collections Clerk.

Specific Duties and Responsibilities

Essential Job Functions

Receives inquires via telephone or in person of defendant identity, current addresses.

Inputs and runs reports on delinquent balances.

Must be able to trace defendants current location or residence.

Responsible for keeping up memberships, count usage on databases to verify charges and preparing a budget.

Prepares and sends letters to defendants with delinquent balances.

Update in-house software with payments received and issue receipts.

Issues warrants for failure to appear at hearing regarding payment plan.

Use of various Internet based databases to locate defendant.

Contact with defendant necessary to arrange payment or collect money owed.

Additional Job Functions

Performs other related work as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in bookkeeping and 2 years of experience in clerical-administrative work, or an equivalent combination of education and related experience. Background in collections and or investigations preferred.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a

Williamson County Clerk's Office
Job Title: Court Collections Clerk

negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Williamson County Clerk's Office
Job Title: Court Collections Clerk

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Knowledge of general office procedures required. Ability to understand and apply State law; ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows; ability to establish and maintain effective working relationships with co-workers. Requires knowledge and use of Internet search engines and people searches as well as databases to locate and identify defendants who have unpaid fees.

Williamson County Clerk's Office
Job Title: Assistant Supervisor-Criminal Division

General Statement of Job

Under general supervision, performs specialized clerical work for the County courts system. Work involves processing files and documents which may pertain to criminal proceedings. Employee is responsible for utilizing computer-driven data entry equipment to prepare and modify files and for answering the phones and assisting the general public, including receiving payment for fees and fines. Duties assigned to employees in this job title may vary according to division of workload and the needs of the County Clerk's office. Reports to the Criminal Division Supervisor.

Specific Duties and Responsibilities

Essential Job Functions

Assists the Criminal Division Supervisor with the Supervisor's daily responsibilities.

Is responsible for supervisory duties in the absence of the Criminal Division Supervisor.

Responsible for distributing work and maintaining the work flow.

Serves as a backup for all criminal court clerk positions.

Monitors the copy machines in the office, and calls for maintenance as required.

Assists in the training of new employees.

Reconciles the daily Criminal Division deposit.

Prepares the Criminal Division deposit for the Treasurer in the absence of the bookkeeper.

Processes Credit Card payments.

Processes and complies with Orders for Non-Disclosure and Expunction.

Maintains and updates the Criminal Clerk Procedure Manual, as needed.

Processes Cash Bond Refund requests.

Reconciles CSCD transactions for fine/court costs versus Cash Bond Assignments made by defendants for Probation cases.

For Jury Trials, receives and logs exhibits; destroys exhibits when no longer required.

Processes Motions for New Trials, and defendant's Appeals to the 3rd Court of Criminal Appeals.

Williamson County Clerk's Office
Job Title: Assistant Supervisor-Criminal Division

Files appeals from Justice and Municipal Courts to County Courts.

Processes requests for warrant fees submitted by various law enforcement agencies.

Files new cases and assigns cause numbers to the new cases when Complaint and Information is submitted to County Clerk by the County Attorney's Office.

Maintains information the case file Tracking system as needed.

Receives inquiries via telephone, fax, email, or in person, responding based on knowledge of policies and procedures for processing court documents and orders.

Calculates court costs and prepares bills of costs for defendants indicating amount payable to court for fines or fees.

Researches and prepares criminal background checks when requested.

Reports to Department of Public Safety any pertinent information that needs to be submitted for crime records and driver improvement control.

Sorts, reviews for completeness and accuracy, date stamps and codes various documents, files, judicial orders, etc., according to established procedures.

Additional Job Functions

Performs other work as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 2 years of experience in clerical-administrative work, or an equivalent combination of education and related experience.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Williamson County Clerk's Office
Job Title: Assistant Supervisor-Criminal Division

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Regular and Reliable Attendance: Requires dependable and reliable attendance on a regular bases as well as being punctual.

Williamson County Clerk's Office
Job Title: Assistant Supervisor-Criminal Division

Knowledge, Skills and Abilities

Knowledge of general office procedures. Ability to understand and apply State Code of Criminal Procedure; ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows; ability to establish and maintain effective working relationships with co-workers.

Williamson County Clerk's Office
Job Title: Jail Interface

General Statement of Job

Under general supervision, performs specialized clerical work for the County courts system. Work involves research and investigation of court fees and fines not paid. Duties assigned to employees in this job title may vary according to division of workload and the needs of the County Clerk's office. Reports to the County Clerk & Criminal Division Supervisor.

Specific Duties and Responsibilities

Essential Job Functions

Verify the date that fines and court costs are due for Defendants who are sentenced to Jail.

Interface with Jail staff and verify that the Defendant's release date is accurate in the Jail system.

Track Defendant release dates, process Notices of Release from the Jail and ensure that fees are laid out accurately.

Help prepare new Case files for use by attaching File trail tracking tags to the files. If needed, also attach cause numbers to the files.

Identify problems and suggest changes to office procedures.

Additional Job Functions

Performs other work as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in bookkeeping and 2 years of experience in clerical-administrative work, or an equivalent combination of education and related experience. Background in collections and or investigations preferred.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Williamson County Clerk's Office
Job Title: Jail Interface

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports, forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Williamson County Clerk's Office
Job Title: Jail Interface

Regular and Reliable Attendance: Requires dependable and reliable attendance on a regular bases as well as being punctual.

Knowledge, Skills and Abilities

Knowledge of general office procedures required. Ability to accurately enter data; ability to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows; ability to establish and maintain effective working relationships with co-workers.

Williamson County Clerk's Office
Job Title: Scanner/Mail Out

General Statement of Job

Under direct and general supervision is responsible for scanning of official records such as property records, deeds, deeds of trusts, affidavits, etc.; Preparation of documents to be scanned and mail-out of documents after indexing and verification. Reports to Office Manager.

Specific Duties and Responsibilities

Essential Job Functions

Prepares documents for scanning by removing all staples and paper clips, smudging the seal so that they will show clearly.

Documents are bundled into groups of fifty and verify for consecutive document numbers.

Documents scanned by another scanner are reviewed for clarity and missing pages as well as order of pages. This verification process is traded daily to review each other's work.

Documents ready for return mail shall be sorted into four different stacks. Some documents will have envelopes with postage already attached, some will have no envelope, some will be placed in the title company boxes in the foyer of the office.

Additional Job Functions

Answering phone as needed.

Some cashiering of documents and public assistance as required when all other personnel are busy.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 2 years of experience in clerical-administrative work, or an equivalent combination of education and related experience.

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a

Williamson County Clerk's Office

Job Title: Scanner/Mail Out

negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. Requires the ability to prepare correspondence, reports. Forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Williamson County Clerk's Office

Job Title: Scanner/Mail Out

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Knowledge of general office procedures. Ability to understand and apply State Property Code; ability to accurately enter data; ability to use common office machines, including popular computer-driven scanners and Windows operating system; ability to establish and maintain effective working relationships with co-workers.

Williamson County Clerk's Office
Job Title: Floater Land Records

General Statement of Job

Under general supervision is responsible for recording official documents; makes certified copies for the public and assists with document location, assists public with the public workstations, and collects processing fees, balances cash drawer, makes daily cash deposit and delivers to Treasurer, answers telephone, sorts mail and processes it, researches specific lien searches, notifies customers when draw down accounts are low, and performs related duties as necessary. Reports to Office Supervisor/Lead Cashier.

Specific Duties and Responsibilities

Essential Job Functions

Answers main phone line and directs calls to appropriate department or answers questions from the public.

Records official documents as they are brought in by the title companies, the public or by mail. Collects the appropriate fees for filing.

Assists the public with finding their documents by looking up documents on the public work stations.

Makes plain and certified copies.

Opens and sorts and processes mail.

Additional Job Functions

Performs data entry to index legal documents such as real property documents; deeds of trust, affidavits and tax liens.

May cashier, scan documents and view for clarity index and verify data, and help customers with photocopy of documents.

Processes written requests for searches.

Perform other duties as required.

Minimum Training and Experience

Graduation from high school or a GED, supplemented by college-level course work in records management, secretarial sciences or a related field and 3-5 years of experience in clerical-administrative work; or an equivalent combination of education and related experience.

Williamson County Clerk's Office
Job Title: Floater Land Records

Minimum Qualifications or Standards required to Perform Essential Job Functions

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, copiers, etc. Must be able to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, legal records, invoices, manuals, forms, etc. requires the ability to prepare correspondence, reports, Forms, charts, etc., using proper format and conforming to all rules of punctuation, grammar diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including governmental accounting and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Williamson County Clerk's Office
Job Title: Floater Land Records

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear:(talking, expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone.

Knowledge, Skills and Abilities

Has thorough knowledge of the organization and functions of the County Clerk's Office and its recording functions.

Has considerable knowledge of federal, state and county laws and policies concerning recording of legal documents.

Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Has considerable knowledge of the principles of supervision, organization and administration.

Has general knowledge of the standard accepted practices and principles of bookkeeping and accounting.

Has general knowledge of the principles, practices and procedures of public personnel administration.

Is able to use common office machines, including popular computer-driven Microsoft Word, Microsoft Excel and Windows.