



LAMPASAS COUNTY, TEXAS  
HUMAN RESOURCES OFFICE

## JOB POSTING

**Position:** Deputy County Clerk

**Benefits Eligibility:** Eligible for full time county benefits, including health and life, retirement, vacation and personal time accrual and holidays.

**Hours of Work:** Monday - Friday 8:00 a.m. – 5:00 p.m.  
40 hrs. Per week

### Position Description:

Performs a broad range of clerical duties to support the daily operations of the County Clerk.

### Essential Responsibilities Include:

- Clerical duties such as typing, filing, and operating basic office machinery including but not limited to phones, copiers, scanners, and computers.
- Effective communication. Review files, records and other documents to respond to and disseminate or explain information as requested by the general public, co-workers and elected officials.
- Prepare and process documents such as government forms, letters, memos, citations, warrants, court documents, marriage licenses, certified copies of vital statistics, land transactions, financial transactions and other documents as needed.
- Collect, count and disburse money, basic bookkeeping and banking transactions.
- This position requires some heavy lifting while assisting the public in retrieving files and books. Must be able to lift heavy books, up to 50 lbs. Daily work often requires being mobile and climbing up and down ladders to retrieve files in file room.
- Assist in court activities between the annex building and the courthouse.
- Must be able to multitask. Position will require cross training to learn the skills required to effectively cover each area of the County Clerk's office in order to ensure an efficient workflow throughout the department and consistently provide excellent customer service.
- Open sort and route incoming mail, answer correspondence and prepare outgoing mail; run errands for the office; and
- Perform other duties as assigned.

### Education & Experience Requirements:

Must have a high school diploma or equivalent and 1-2 years clerical experience. Experience working with the public, and general office assistance experience. Legal experience is preferred.

**Obtain Applications:** Download application online at [www.co.lampasas.tx.us](http://www.co.lampasas.tx.us) under 'Employment Opportunities'; or pick up application in the Human Resources office: 409 S Pecan St. Ste 209; Lampasas, TX 76550

**Submit Applications To:** Human Resources Office via email: [human.resources@co.lampasas.tx.us](mailto:human.resources@co.lampasas.tx.us) or drop off in the Human Resources office: 409 S Pecan St. Ste 209; Lampasas, TX 76550

**Application Deadline:** 5:00 pm on Friday, May 24, 2024