



LAMPASAS COUNTY, TEXAS
HUMAN RESOURCES OFFICE

JOB POSTING

Position:	Deputy District Clerk
Pay Range:	26,500.00 – 28,652.00
Eligibility for Benefits:	Eligible for full time county benefits, including health and life, optional insurance, 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:

Perform a broad range of clerical duties to support the daily operations of the District Clerk.

Essential Responsibilities include:

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

Additional Responsibilities

- Run errands for the office including but not limited to the bank, post office, courthouse and or courthouse annexes.
- Be prepared to perform other duties as assigned.



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Education Requirements

- Must have a high school diploma or equivalent

Experience Requirements

- 1-2 years clerical experience
- Experience in working with the public
- General office assistance experience

DATE POSTED: 06/29/2022 – 07/05/2022

OBTAIN APPLICATIONS: Download application online at 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
or drop off in the Human Resources office:
409 S Pecan St. Ste 209; Lampasas, TX 76550

DEADLINE TO SUBMIT APPLICATIONS: 07/05/2022 at 5:00 p.m.