



**LAMPASAS COUNTY, TEXAS
HUMAN RESOURCES OFFICE**

JOB POSTING

Position:	Deputy County Clerk
Benefits Eligibility:	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:

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 heavy lifting at times in assisting the public in retrieving files and books when researching. 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.
- 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 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
Application Deadline:	Open until filled