



LAMPASAS COUNTY, TEXAS HUMAN RESOURCES OFFICE

Position:	Deputy District Clerk
Starting Pay:	\$37,232.00
Eligibility for Benefits:	Eligible for full time county benefits, including health and life insurances, retirement, vacation, holiday and personal leave, and other optional insurances.
Hours of Work:	Monday - Friday 8:00 a.m. – 5:00 p.m. 40 hours 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. Maintain and update filing, inventory, mail and data base systems, both manually and by using a computer. Compile, copy, sort and file records of the office.
- Review files, records and other documents to obtain information to respond to requests from the District Clerk, the Court, lawyers, judges, other elected officials/departments heads and or the general public. Communicate clearly with customers, employees and other individuals to answer questions and disseminate or explain information.
- Operate office machines such as computers, phones, copiers, scanners, faxes and calculators. Answer telephones, direct calls as needed and take messages.
- Collect, count and disburse money. Utilize basic bookkeeping skills to complete a variety of banking transactions.
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail.
- Regular attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule.
- 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 in person to the District Clerk's office: 409 S Pecan St. Ste 204; Lampasas, TX 76550
APPLICATION DEADLINE:	Open until filled