

The Yoakum County Clerk's Office is now taking applications for a Full-Time Deputy Clerk. Please email [dwelch@yoakumcounty.org](mailto:dwelch@yoakumcounty.org) for an application, and please email completed application with resume to [slovelace@yoakumcounty.org](mailto:slovelace@yoakumcounty.org). The position will be open until the job is filled. The job posting will be taken offline when the position has been filled.

### **General Statement of Job**

A Deputy County Clerk performs specialized clerical, administrative, and secretarial work in an assigned department.

### **Specific Duties and Responsibilities:**

Answers telephones and greets customers; provides information or refers inquiries to appropriate personnel; routes incoming calls and records messages; responds to emails and faxes as necessary.

Utilizes computerized data entry equipment and various word processing and file maintenance programs to enter, store, and/or retrieve information; maintains pertinent files and records; scans and copies documents as necessary; ensures files are complete and accurate.

Processes incoming and outgoing mail, including preparing photocopies and collating materials; distributes mail to appropriate department or employee.

Balances the cash drawer daily and prepares related reports on a daily and weekly basis.

Regular and punctual attendance is required.

Screens applications for services, determining the validity or correctness of the application to issue certified copies of birth certificates, death certificates and marriage licenses; screens applicants for birth and death records to determine eligibility to obtain such documents.

Records legal documents; analyzes and evaluates submitted documents for accuracy and inclusion of all legal requirements.

Collects court costs and fees.

Scans all recorded documents, including birth and death certificates, as well as marriage licenses; performs verification process and scrutinizes captured image for accuracy, completeness, and image quality; manually indexes the records after scanning.

Opens and assigns criminal cases to various courts and delivers to the courts for further processing.

Has election and voter registration duties that regularly require overtime work outside of the normal business day.

### **Requirements:**

Must be able to lift at least 50 lbs.

Must be able to get along with other employees in a fast-paced office environment.

Must be able to type 45 wpm.

Must know how to use Microsoft Office Suites and Adobe.

Must be organized and friendly.

Must be able to pass drug test and criminal background check prior to offer of employment.