**NOTICE OF JOB OPENING**

Applications are being accepted for the position of Deputy District Clerk of Red

River County.

Applications will be accepted until the position is filled. Applications may be obtained from Red River County Treasurer’s office, 200 N. Walnut, Clarksville, TX, or you may print from Red River County Web page: <https://www.co.red-river.tx.us>

Red River County is an Equal Opportunity Employer.

# POSITION SUMMARY

This position performs a variety of clerical duties to provide support for the office of District Clerk. This position is assigned a variety of clerical duties in accordance with office procedures. This is a full time regular position.

# ESSENTIAL RESPONSIBILITIES

Collect, count and disburse money, do basic bookkeeping and complete a variety of banking transactions.

Communicate with customers, employees and other individuals to answer questions, disseminate or explain information and address complaints.

Answer telephones, direct calls and take messages.

Compile, copy, sort and file records of the office.

Operate office machines such as computers, phone systems, copiers, scanners, fax machines, calculators and postage machines.

Compute, record and proofread data and other information, such as records or reports.

Maintain and update filing, inventory, mailing and data base systems either manually or using a computer.

Open, sort and route incoming mail, answer correspondence and prepare outgoing mail.

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 public, the District Clerk, the Court, Lawyers, Judges and other Elected Officials.

Regular attendance and timeliness is required.

# ADDITIONAL RESPONSIBILITIES

Run errands for the office including going to the post office, supply store, storage building or bank.

Any other duties as assigned within the scope of the department.

# WORKING CONDITIONS

This position is inside the county courthouse in a normal office environment. It has frequent contact with the public. There is occasional travel within the county in all types of weather conditions. The noise level in this office varies, but is usually moderately quiet.

**EDUCATION**

Requires a high school diploma or GED.

# EXPERIENCE/SKILLS

Requires the ability to apply principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Requires the ability to apply administrative and clerical procedures.

Requires the ability to operate systems such as word processing, managing files and records, transcription, completing forms and reports and other office procedures and terminology.

Requires the ability to understand the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Requires ability to perform basic arithmetic including adding, subtracting, multiplication, division and fractions. Must be able to choose the right mathematical method or formula to solve a problem.

Requires the ability to perform basic bookkeeping and accounting principles and practices including banking and reporting of financial data.

Must be an active listener and give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Must understand written sentences and paragraphs in work related documents.

Must be able to verbally communicate with others. Must be able to speak and talk to others to convey information effectively. Must also speak clearly so that others can understand you. Must be able to speak and hear effectively on a phone.

Must communicate effectively in writing. Must also have the ability to read and understand information and ideas presented in writing.

Must have the ability to concentrate on a task over a period of time without being distracted.

# PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to:

See, hear, speak, touch, feel, bend, stoop, kneel, climb, lift, move, stand, sit and use fingers as demonstrated below.

Must be able to constantly exchange information and communicate with the public. Must be able to frequently move public records books to height of 5 feet.

Must be able to occasionally move up to 40 pounds of copy paper across the office. Must be able to remain in a stationary position for up to 4 hours at a time.

Must be able to frequently operate office productivity equipment such as computer, calculator, copy machine, computer printer and fax.

Must be able to frequently move about the inside of the office to access public documents, record books, file cabinets and office machinery.

# SPECIAL CONDITIONS

Employee must maintain a valid Texas Driver’s License and valid Texas Automobile Insurance.

Employee will use their personal vehicle to run errands for the office.

Requires occasional overtime which may include extended work hours and evenings.

Position requires professional business attire be worn to work daily.

Employee may be exposed frequently to dust and body odors.

Employee may be exposed occasionally to hostile public visitors.