



Job Title: Deputy Clerk

FLSA Status: Non-Exempt

Department: County Clerk

Prepared by: County Clerk & Human Resources

Summary

The Deputy Clerk performs a wide range of clerical and administrative duties governed by Texas statutes. This position requires strong telephone and customer service skills, the ability to interpret legal documents, and proficiency in Microsoft Windows. The role involves daily interaction with the public and coordination with various county departments. It is a full-time position requiring regular attendance and teamwork.

Essential Duties

- Create searchable indexes from legal documents using county software.
- Examine legal documents for recording validity per statute (100–200 per day).
- Cashier legal documents and reconcile daily transactions.
- Electronically record and archive legal documents.
- Assist the public, attorneys, and title companies with procedural guidance.
- Scan and organize legal documents for disaster recovery compliance.
- Prepare and process mail, marriage licenses, birth/death certificates, and beer/wine licenses.
- Maintain logs for security paper and recording numbers.
- Assist with genealogy research and court docket entries.
- Process court-related documents including judgments, subpoenas, warrants, and probation records.
- File-stamp, index, and enter documents into the system.
- Intake and process payments.
- Deliver legal documents to judges for approval.
- Answer phones and respond to mail.
- Maintain professional appearance and adhere to office policies.
- Perform other duties as assigned or required by statute.

Requirements

- **Education and Experience:** High school diploma or GED required. Two (2) to four (4) years of related experience in general office procedures and public interaction. Basic computer literacy and working knowledge of Windows 2000 required. Bilingual skills are a plus.



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- **Knowledge:** Knowledge of legal statutes, office procedures, and public records management. Familiarity with legal terminology and document processing.
 - **Skills:** Strong attention to detail and multitasking ability. Proficiency in legal terminology and document handling. Effective oral and written communication. Basic accounting and cash handling. Ability to calm difficult individuals and maintain professionalism. Adaptability to software and procedural changes within 30 days. Use of customized county software for accounting and records.
 - **Certificates and Licenses:** None required.
 - **Physical Demands:** Sedentary work with frequent sitting, talking, and use of hands. Occasional walking and lifting up to 25 pounds. Requires close vision and focus adjustment. Work is primarily indoors with moderate noise levels.

Equal Opportunity Employer

Guadalupe County is an Equal Opportunity Employer and is committed to Workplace Diversity. We are committed to providing equal opportunity for protected veterans and individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Notice:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Employee Signature

Date

