

# **The Limestone County Clerk's Office**

Accepting Applications for Deputy Clerk

Applications may be picked up and submitted between the hours of

8 a.m. – 5 p.m. Monday – Friday

In the County Clerk's Office, 200 W. State Street, Ste. 102, Groesbeck, TX 76642

Applications will be accepted until position is filled

## **JOB DESCRIPTION**

### **About the position**

Limestone County is seeking a dedicated individual to join our Official Public Records/Vital Statistics Department. In this role, you will be responsible for receiving, analyzing, and processing various documents while maintaining high production levels to meet daily deadlines. Your commitment to providing professional and quality customer service will be essential as you assist customers in person, over the phone, and through electronic means. This position requires a proactive approach to document management, including preparing, scanning, filing, processing and issuing vital records and documents. You will play a crucial role in ensuring the security and confidentiality of sensitive information, determining the appropriate release of confidential records to qualified applicants, and maintaining knowledge of relevant processes and statutes. Additionally, you will be responsible for calculating and collecting fees for services rendered and reconciling cash drawers. As a member of our team, you will contribute to the overall success of Limestone County. We pride ourselves on our diverse and inclusive workplace, which is a reflection of the community we serve. Join us in making a difference in the lives of our residents while enjoying a fulfilling career in public service.

### **Responsibilities**

- Receive, analyze, and process documents in the records/vitals department
- Maintain high production levels to meet daily deadlines
- Provide professional, quality customer service to customers in person, over the phone, and through electronic transmissions
- Prepare, scan, file, process, issue, and return records/vital documents
- Input and index data into the computer from recorded documents
- Maintain knowledge of processes and statutes related to document management
- Determine appropriate release of confidential records to qualified applicants
- Maintain security and confidentiality of documents and data
- Calculate and collect appropriate fees based on established parameters; act as cashier and make change
- Reconcile and balance cash drawers, being accountable for any shortages
- Cross-train to assist or assume the duties of office as needed
- While performing the duties of this position, you are regularly required to walk, stoop, lift, stand, push and pull
- Performing all other duties as assigned

### **Requirements**

- Graduation from an accredited high school/GED Program
- Two (2) years job related experience
- Regular and punctual attendance
- Front facing customer service experience
- Ability to pass a typing test with a rate of 45 WPM
- Strong knowledge in Microsoft Word (create, edit, format and manage documents)
- Strong knowledge in Microsoft Excel (create, edit and format spreadsheets and use formulas and functions)
- Strong knowledge in Microsoft Outlook (manage emails and organize calendars)
- Strong knowledge in Microsoft Teams and Zoom (participate in video conferences/online meetings)
- AOP certification must be obtained annually through the Texas Attorney General's Office
- Must obtain and uphold clearance status in the Texas Electronic Registrar database
- Ability to pass a criminal background check is required
- Ability to perform advance data entry and scanning with high accuracy and strong attention to detail
- Understanding and properly following all statutes that govern duties and responsibilities
- Must be able to adapt to software changes and procedural changes with regard to the general office