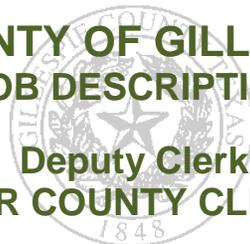


COUNTY OF GILLESPIE JOB DESCRIPTION

Deputy Clerk FOR COUNTY CLERK



JOB CODE: 5610

FLSA CLASSIFICATION: Non-Exempt (7-day, 40 hour work period, Sunday through Saturday);
Full-Time

OCCUPATIONAL CATEGORY: Office / Clerical

PAY SCHEDULE: Pay Group 10 ... Entry level for this position is \$12.97 per hour. Normally new staff comes in at the entry level.

Gillespie County pays bi-weekly. All non-exempt employees are paid on a per hour basis. Wages are based on the County Pay Schedule and Pay Groups within that Schedule. Pay Groups are reflected in three stages: Entry, Midpoint, and Maximum point range. These are informational points only and do not indicate pay levels or levels of pay increases.

Pay rate changes generally take place only at the beginning of the County's fiscal year (October 01, yyyy) unless an exception is so noted in the adopted budget.

PAY PLAN:

The wage for this position is established according to the County Pay Schedule. The work period for such position shall be seven (7) consecutive days commencing on Sunday. Under this schedule overtime compensation will be computed on a 40-hour WORK period.

Wages are paid biweekly.

LEAVE PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Vacation: Accruals are credited on a biweekly basis and available for use as it is accrued after 1 full year of continuous service. Year to year carry-over accruals are limited to twice the employee's annual rate.

Sick Leave: Accruals are credited on a biweekly basis and available for use as it is accrued. Employees accrue 48 hours of sick leave per year.

Holidays: Commissioners Court approved holidays.

BENEFIT PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Retirement Plan: Mandatory participation in the county sponsored retirement plan (Texas County & District Retirement System).

Group Medical Coverage: The County provides and pays for employee major medical and prescription drug coverage ... employee enrollment is not mandatory.

Social Security / Medicare: The County is a social security employer ... employee wages are subject to social security and Medicare taxes.

Section 125: The County offers a Section 125 Cafeteria Plan ... flexible benefit, premium deferred only plan for qualifying coverage.

Other: The County provides workers' compensation and unemployment coverage.

SUPPLEMENTAL ELECTIVE COVERAGES:

Supplemental elective coverage(s) ... such as: accident, dental, life, cancer, heart; and membership in emergency transport coverage plan(s), are offered through payroll deduction.

The County does not contribute towards the coverage(s) costs.

OTHER:

Deferred Compensation Plan (457k) is offered for employee participation. The County is not a contributor to the plan.

GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:

This position is responsible for performing a variety of functions ... support to the County Clerk, process and performs duties pertaining to the County Clerk's office. Assignments are normally routine in nature and carried out in accordance with general work instructions and established office practices, procedures, and precedents.

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: County Clerk.

SUPERVISION: Under general direction of County Clerk or Clerk's Chief Deputy.

RESPONSIBILITY FOR OTHERS: Non-supervisory position.

OTHER: Provide continuous services to the public, political parties and various organizations frequently involving sensitive matters demanding utmost tact and resourcefulness. Individual will have daily contact with co-workers and other County department employees.

ESSENTIAL DUTIES / FUNCTIONS ... Essential duties/functions may include, but are not limited to the following:

CRIMINAL & CIVIL: Filing and maintaining criminal and civil files in the County Clerk's Office.

Assign case filing number and prepare criminal jackets.

Enter information into computer system as required in Criminal/Civil Software.

Perform process of scanning documents as may be required.

Issue notice of hearings and resets as requested by County Attorney's Office on each case as required.

Issue receipts for monies collected for fees, fines, and court costs.

RECORDS RETENTION: Assist County Clerk in maintaining retention records current as per State rule.

ORAL COMMUNICATIONS: Answer routine telephone and personal inquiries concerning the County Clerk's Office.

COORDINATE: Coordinate some office functions with other county departments.

MUST be able to function with a minimal amount of supervision, meet frequent deadlines, and be detail oriented.

AND, be able to react to change productively and to handle other tasks as may be assigned.

ADDITIONAL DUTIES / FUNCTIONS ... Additional duties/functions may include, but are not limited to the following:

Perform clerical functions and assist other office personnel as may be assigned or required. Such as: handling of fine and fee costs ... issue certified copies of birth, deaths, and marriages ... issue marriage licenses ... assist in election duties ... file plats in file cabinets and index appropriately.

Work in a safe and efficient manner.

Report any damaged equipment, safety hazard or possible safety hazard.

OTHER: Perform related duties/functions as may be required or as delegated by the County Clerk.

WORKING CONDITIONS and SCHEDULES:

COUNTY FACILITIES AND VEHICLES:

County facilities including vehicles are smoke-free and alcohol-free working environments.

PHYSICAL demands of the position:

Requires daily and prolonged repetitive motor movements, such as but not limited to:
computer data entry
use of other office equipment (telephone, calculator, typewriter, fax, scanner, copier)
position requires prolonged sitting and extended periods of standing

Daily placement of records within filing system require stooping/bending over moving/lifting/pulling storage files and election boxes

The request for assistance with heavy or cumbersome object(s) is required for personal and material safety.

ENVIRONMENTAL demands of the position:

Location is the Gillespie County Courthouse ... Normal office environment (general air conditioned / heated environment) in multi-person work area and single-person work area. And storage areas with little to no air handlers.

SECURITY RERQUIREMENTS:

Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. Application for CJIS security access may be handled through the Sheriff's Office.

For more information on CJIS requirements visit the Texas DPS CJIS System Access policy and chart within the documents section: <https://www.txdps.state.tx.us/SecurityReview/documents.htm>

SCHEDULES:

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations.

Regular work attendance is essential.

Employee must arrive at work on time, prepared to perform assigned duties, and work assigned schedule. Requested accommodations to work hours and schedules are considered on an individual basis. Time off requests must be submitted to supervisor for approval. Any absences must be reported to supervisor as soon as possible.

Employees are required to record their work hours properly and to submit time records promptly to their supervisor.

Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

MINIMUM REQUIREMENTS / QUALIFICATIONS ... of applicant

EDUCATION:

Should possess a high school education or equivalent.

AGE:

Must be at least 18 (eighteen) years of age.

TESTING:

Gillespie County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications for required security clearance ... may include credit reports, motor vehicle records, employment records, and educational attainment. A

conviction or deferred adjudication is not an automatic bar to employment unless it prevents receiving the required security clearance. Each case is considered individually.

EXPERIENCE:

Prefer one to two years of office clerical experience.

ADDITIONAL REQUIREMENTS:

Gillespie County requires consent for criminal background check from all applicants.

Resumes are accepted, but will not serve in lieu of an official completed Gillespie County Application for Employment.

SELECTION CRITERIA ... of incumbent requires:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform essential duties and functions of the position in the working conditions and schedules as described
- Must be able to maintain confidentiality of records as required by law
- Ability to communicate effectively, both orally and in writing
- Knowledge of modern office practices and procedures
- Proficient in the use of office equipment such as copier, scanner, typewriter, calculator, computer
- Ability to perform assigned duties without continual supervision and to make sound, independent judgments
- Ability to manage multiple and changing priorities as may be necessary
- Ability to establish and maintain effective working relationships as necessitated by work assignments....a team player
- Bi-lingual in English and Spanish helpful
- Skill to effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant

PERSONAL ATTRIBUTES ... incumbent must demonstrate the following personal attributes

- Skill to effectively deal with the public/co-workers in a professional and positive manner consistent with the requirements of being a public servant
- Ability to understand and follow English instructions (verbal, written, telephone, electronic)
- Regular attendance is essential
- Must arrive at work on time, prepared to perform assigned duties and work assigned schedule
- Be willing to work unscheduled hours ... including holidays and/or weekends
- Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of himself/herself and others
- Incumbent must be able to adhere to County policies

AND, incumbent should also have ability to function under extreme pressure with a demand for speed and accuracy and meet frequent deadlines.

DISCLAIMER

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this classification/job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified.

All benefits of employment with the County are subject to review and change at any time. The County makes no guarantee as to future benefits of employment. All benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. The County will have the right to change your location for work, your salary and benefit programs, its personnel policies and any other privilege or condition of employment at any time for any reason, with or without prior notice.