



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **DEPUTY COUNTY CLERK I**  
Grade: 05

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs entry-level clerical work for the County Clerk's Office. Under close supervision personnel are trained to process applicable forms and documents and learn the necessary and appropriate terminology and procedures in support of any of the assigned operational functions of the office (Recording, Deeds, Vitals, Courts, and Accounting). Performs a wide variety of moderately difficult clerical tasks utilizing a limited number of alternatives in solving routine problems in an entry-level capacity. As tasks are learned, the clerk is expected to perform at the top level of their position, eventually rotating through and demonstrating proficiency in a variety of assignments within an assigned department.

### **EXAMPLES OF WORK PERFORMED**

Receives and examines documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify and file documents

Receives, reviews, processes, certifies and prepares required documents and records

Performs a variety of office support work; prepares letters, correspondence, forms and other documents; maintains copies of documents; operates computers, maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; maintains and retrieves archived records

Assists the public in person, by email, by fax or by telephone

Performs other duties as assigned

### **EXPERIENCE AND EDUCATION**

Graduation from high school

One (1) year of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities

One (1) year of related experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

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## **CERTIFICATES, LICENSES, AND REGISTRATION**

Must be bondable

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Establishment and maintenance of filing and information retrieval systems

Personal computers and standard software applications related to clerk support work

English grammar, punctuation and spelling; communicate effectively using the English language, both orally and in writing

Mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division

Accurately set up, monitor and maintain all records of the clerk's office

Work independently and follow instructions

Establish and maintain cooperative working relationships with others, individually and in a team environment

Learn clerk policies, procedures, documents and terminology affecting assigned functions

Ability and willingness to accept varied work assignments

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county and/or this office

Maintain confidential information

As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public

Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations