



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY COUNTY CLERK II**
Grade: 07

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 journey-level position work for the County Clerk's Office. Under varying levels of supervision performs a wide range of clerical duties and may be assigned to perform various department duties. Performs difficult clerical work in support of the clerk's office, requiring the application of policies and procedures and the use of legal rules and codes. May assist the public in stressful situations referring them to sources of information such as policies, procedures, rules and codes. May be assigned specific areas of responsibility and may be required to provide input to the unit or team on how their work processes can be improved to enhance efficiency, accuracy, and customer service.

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 and clerk 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

Performs other duties as assigned

Answers inquiries and explains filing processes; explains fees and fines; assists individuals in locating material and information

Prepares documents in conformance with policies and procedures and in accordance with established codes

Is willing and able to accept cross training and work assignments within the department

Assists and cooperates with the initial and cross-training of other clerks

Performs other duties as assigned

EXPERIENCE AND EDUCATION

One academic year from an accredited college or university

Three (3) years of progressively responsible experience in clerical functions in the government system, to include training in computer applications

Two (2) years 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

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

Basic filing and financial record keeping systems

Basic accounting practices

Office procedures and practices

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 financial records

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

Maintain confidential information

Learn and understand a variety of policies, rules, procedures and regulations

Locate, read and understand statutes, policies and procedures, documents and terminology affecting assigned functions

Gather, organize and present a variety of data and information

Effectively represent the clerk's office in responding to inquiries, providing assistance and dealing with concern from the public, community organizations, other County staff and agencies

Work proactively and interact positively with all clerk staff, other staff contacted during the course of performing job duties, and the public.

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