

# THE ERATH COUNTY CLERK'S OFFICE IS ACCEPTING APPLICATIONS FOR A PART TIME CLERK

**JOB SUMMARY:** This is a non-exempt position that must greet and assist all persons coming into the County Clerk's Office. Perform clerical tasks for the County Clerk's Office under the general supervision of the County Clerk or Civil Deputy or Misdemeanor Deputy Clerk. Enter and take fine payments.

## **ESSENTIAL JOB FUNCTIONS:**

- ◆ Answer telephone, convey messages and run departmental errands.
- ◆ Greet and assist the public.
- ◆ Collect, receipt fine payments and fees as needed and balance money to daily report.
- ◆ Pull all files for upcoming court dates.
- ◆ Stamp and deliver mail to mailbox.
- ◆ Enter and scan documents into computer system
- ◆ Assist in retirement of case files and maintain storage building.
- ◆ Maintain and upkeep filing within the office.

Other requirements include duties as assigned within the scope of responsibility and skill required of the job.

## **EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:**

- ◆ High School graduate or equivalent.

## **SKILLS, KNOWLEDGE AND ABILITIES:**

- ◆ Telephone Etiquette.
- ◆ Basic computer and typing skills.
- ◆ Ability to efficiently operate office equipment.
- ◆ Proficient in both oral and written communications.
- ◆ Must be dependable, detail oriented and maintain confidentiality with cases.
- ◆ Must be courteous and helpful to the public.
- ◆ Ability to associate with all County departments in a professional manner.
- ◆ Professional appearance and attitude.
- ◆ Demonstrate an ability to learn.

**WORKING CONDITIONS:** Work is performed indoors. This position could require some work in the storage building which is not acclimated to weather conditions. This position has continual exposure to the computer monitor.

**PHYSICAL REQUIREMENTS:** Generally, this position requires light lifting, usually less than 10 lbs but can be up to 25 lbs occasionally. Officer must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

This position pay scale ranges from Step 1 - \$9.18 to Step 4 - \$9.94 per hour. Not to exceed 24 hours weekly. This position does not include health or dental insurance; however, part time employees are required to participate in retirement with the Texas County & District Retirement System.

Drug screen required.

This position is open until filled.