

# CAMP COUNTY

**Job Opportunity**

**Position:** Deputy County Clerk **Open Until Filled**

**Department:** Office of the County Clerk

**Starting Salary**: Up to $37,123 per year, plus benefits

**Type:** Full-Time; Monday-Friday 8 a.m. to 5 p.m. with 1 hour lunch break

## General Description:

A deputy County Clerk provides administrative and clerical support within the County Clerk’s Office, assisting with a variety of tasks related to court proceedings, record keeping, and public interaction.

Specific tasks may include: Receiving, filing, and processing legal documents; Collecting and recording payments; Balancing and reconciling daily receipts; Assisting with access to public records; Performing other duties as assigned by the County Clerk.

## Knowledge, Skills & Abilities:

Exceptional practical and critical thinking skills

Strong written and verbal communication skills

Detail oriented with strong organizational skills

Knowledge of telephone procedures and etiquette

Ability to follow instructions and perform duties independently and as a team with speed and accuracy

Ability to multi-task in a professional office environment

Skill in using computers and standard office equipment with experience in Microsoft Word, Excel and Outlook

## Additional Information:

Requires ability to sit and stand for extended periods of time

Requires ability to lift and carry up to 25 pounds

May be required to exert a negligible amount of force to lift, carry, push, pull or otherwise move objects

## Qualifications:

Must possess a high school diploma or equivalent.

Must possess sound judgment and demonstrate professionalism with co-workers and the general public

Must have the ability to handle information confidentiality and with discretion

## Instructions:

Submit a completed and signed [Camp County Employment Application](https://www.co.camp.tx.us/upload/page/3393/docs/Camp%20Co%20Employment%20Appl.pdf) to the address or email below. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Camp County Clerk

126 Church Street, Room 102

Pittsburg, TX 75686

email: sandra.knight@co.camp.tx.us