

**Llano County Clerk's Office  
Employment Opportunity  
Receiving Deputy – Annual \$32,640**

The Llano County Clerk's Office is accepting applications for a Receiving Deputy. This is a full-time position that works under the direct supervision of the County Clerk. The Receiving Deputy is responsible for answering incoming calls, greeting and directing all customers, issuance and recording of Marriage License, as well as birth and death certificates, and indexing and scanning of all Vital Statistics Records; issuance of certified copies of same and submittal of documents to State Bureau of Vital Statistics Office.

Job Location: Llano County Clerk's Office, 107 W. Sandstone, Llano, Texas 78643  
Job open until filled

**Benefits include: Health & dental, Retirement, Vacation, Sick and Holiday Pay**

**Back ground check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: [lisa.otto@co.llano.tx.us](mailto:lisa.otto@co.llano.tx.us).

For questions, please call the Human Resources Office @325-247-3009.

**Llano County is an Equal Opportunity Employer**

## Llano County Job Description

**Job Title: Receiving Deputy Clerk**

**Base: L2**

**FLSA: Non-Exempt**

**Department: County Clerk**

**EEO: 06 Administrative Support**

**Reports To: County Clerk**

### **Summary:**

The County clerk's office records and keeps records pertaining to the county courts, real and personal property and personal records. Other responsibilities include recording vital statistics, issuing marriage licenses and administering other miscellaneous licensing and recording requirements. Assists the public with research of records by phone, mail or walk-ins and certifies any and all documents in the County clerk's office.

### **Duties and Responsibilities:**

- Receiving Documents for filing in Official Public Records. (Deeds, Deed of Trust, Release of Liens, Brands etc.). The complexity of the recording process itself, along with the volume of work and the many different types of instruments required to be filed in the clerk's office, places much responsibility on the clerk. Determination as to whether document is a document that can be filed of record and the determination of grantor/grantee on documents filed is very important. The clerks' responsibility as to the maintenance of these records is threefold: accepting instruments for filing, recording of instruments in a safe and permanent manner and indexing of material so that records may be easily and completely retrieved
- Acceptance of all documents for recording in Official Public Records and all related duties involved in this process.
- Accuracy is an extremely important aspect of the above responsibilities
- Assessing and posting all fees related to documents filed
- Greets and directs the public
- Must have knowledge of accounting procedures to reconcile closing at the end of day, one day a week

### **Other Duties and Responsibilities:**

- Answers Telephone
- Issuing and recording of Marriage License, as well as birth and death certificates
- Indexing and scanning of all Vital Statistics Records; issuance of certified copies of same and submittal of documents to State Bureau of Vital Statistics Office.
- Assisting the public in researching of records and making copies and certified copies of those records
- Certifies any and all documents in County Clerk's Office
- Must possess a courteous, professional business style when dealing with the public
- Back up Indexing Clerk
- Other duties assigned

**Requirements:**

- All deputies are required to be cross-trained; we are a small office so you must be able to work well together as a team
- High School diploma or GED
- A valid Texas drivers' license

**Working Conditions and Physical Demands:**

- Office setting environment
- Noise level is low
- Must be able to lift up to (20) twenty pounds when lifting research books
- Sitting for long periods of time
- Extensive key entry and exposure to computer screen

***This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.***

**Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Llano County for the position of \_\_\_\_\_ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date