

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

The Llano County District Clerk's office is accepting applications for a full-time Deputy Clerk. This is a non-exempt position under the direction of the District Clerk. Duties include, but not limited to; performing a variety of administrative, general clerical, bookkeeping services and categorizing documents, exhibits, report records and confidential records relating to court cases and files for the District Clerk Office.

Other requirements may include, but not limited to, knowledge of clerical procedures involved in processing, and preparing complex legal documents, instruments, records and reports related to the operation of both the civil and criminal court. Candidate must have ability to adjust to rapidly fluctuating situations and multiple simultaneous projects, as well as, ability to communicate effectively both orally and in writing in the English language.

Job Location: District Clerk's Office, 832 Ford St., Llano, Texas 78643

Jobs open: October 1, 2024 until filled (Salary to increase)

**Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & 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 Llano District Clerk's Office @ 325-247-5036.

**Llano County is an Equal Opportunity Employer**

## Llano County Job Description

**Job Title: Deputy Clerk**

**Base: L1 – L2**

**FLSA: Non-Exempt**

**Department: District Clerk**

**EEO: 06 Administrative Support**

**Reports To: District Clerk**

### **Summary:**

Performs a variety of administrative, general clerical, bookkeeping services and categorizes documents, exhibits, report records and confidential records relating to court cases and files for the District Clerk Office. Work involves assisting the general public in person and over the phone; receiving, indexing and recording court case information and/or legal documents; entering and updating data into department databases; and providing copies of official court and/or legal documents to the public, courts, litigants, attorneys and other appropriate parties. Provide any other clerical duty necessary to the efficient operation of the District Clerk's office in accordance with department functions, policies and practices. Has constant contact with judges, attorneys, court's staff, the District Attorney's office, other county departments and the general public.

### **Essential Functions:**

- Receive and file stamp all original petitions, pleadings, motions, briefs, orders, etc. submitted to the court and filed at the counter or through eFileTexas.gov according to procedures.
- Prepares and issues citations, subpoenas, attachments precepts, capias, (whether by posting, publication, certified mail, or by personal service), writs of commitment, notices to the employer for withholding child support, commissions for depositions or other legal instruments as authorized by the court or requested by attorneys.
- Receipt and disburse daily cash transactions according to established procedures.
- Courtroom duty, including civil/criminal non-jury docket, selection of jurors, administration of oaths, fingerprinting and any other duties by the judge.

### **Additional Duties:**

- Operating computer terminal for information retrieval and data entry of criminal and civil case records, and word processing.
- Receive, sort, and distribute incoming and outgoing mail. Including, but not limited to mailing orders and settings to all parties in a suit.
- Perform routine office procedures such as greeting the public, answering telephone and service desk/counter, copying records as required and perform record searches of criminal and civil files. Respond to inquiries about filing fees, Jury excuses and civil suits. Accept payments, issuing receipts and filing.
- Provide clerical support (filing, typing, data entry, etc.), as the work load allows.
- Makes docket entries on all pending criminal and civil cases.

- In compliance with Records Management procedures; number, index, film, scan and file all recordings for Criminal and Civil Minute books.
- Process Passport Applications
- Perform other duties as assigned within the scope of the department.
- Drive to attend to a variety of errands.

#### **DEPENDABILITY AND ACCOUNTABILITY**

- Work well with other employees
- Be on time daily ready and able to work.
- Maintain confidentiality of District Clerk's office.
- Adhere to code of ethics sworn in the oath of office
- Maintain consistent positive outlook in support of County goals and objectives as well as the Judicial District Court.
- Willing to travel to and from other assigned areas pertaining to county duties.
- Wear appropriate office professional attire unless otherwise directed by the District Clerk.

#### **EDUCATION AND EXPERIENCE:**

- High school graduation or its equivalent.
- Prefer courses in typing and bookkeeping
- Computer literate.
- 1 year progressively responsible experience in clerical function.
- Prefer 1 year experience in clerical functions of the judicial system.
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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

- Knowledge of clerical procedures involved in processing, and preparing complex legal documents, instruments, records and reports related to the operation of both the civil and criminal court.
- Ability to adjust to rapidly fluctuating situations and multiple simultaneous projects.
- Ability to organize work, set priorities, meet critical deadlines, and follow up assignments within minimum direction.
- Have a basic knowledge of legal terminology.
- Skill in the operation of variety of office equipment, including personal computer, typewriter, photocopier, telephone, etc.
- Have the ability to make arithmetic computation rapidly and accurately.
- Ability to communicate effectively both orally and in writing in the English language.

- Ability to establish and maintain effective working relationships with judges, member of the legal profession, other governmental entities, and other employees of Llano County and the general public.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those encounters while performing essential functions of this job.
- While performing the duties of this job, the employee regularly works in a normal office setting.
- The employee is occasionally required to work in inadequate climate controls due to problems with the buildings heat and air conditioning system
- An employee will occasionally encounter a hostile situation with regards to irate customers and criminal defendants.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**CERTIFICATES/LICENSE REQUIRED:**

- Must have a valid Texas Driver's License.
- Must be bondable.

***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