

**Llano County
Employment Opportunity
County Clerk's Office
Land Records Deputy Clerk – Salary \$38,958**

The Llano County Clerk's Office is seeking candidates for the position of Land Records Deputy Clerk, under the direction of the County Clerk, to record and keep records pertaining to the county courts, real and personal property, and public records.

Job Location: Llano County Clerk's Office, 107 West Sandstone St., Llano, Texas 78643

Job open: October 1, 2025 until filled

Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & Holiday Pay

Background check is required

For a complete job description and application, please go to 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: nlevlon@co.llano.tx.us.

For questions, please call the Llano County Clerk's Office @ 325-247-4455.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Land Records 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 public records. Responsibilities include, but not limited to; recording vital statistics, issuing marriage licenses and administering other miscellaneous licensing and recording requirements. The complexity of the recording process itself, along with the volume of work and the many different types of instruments required to be filed, places much responsibility on the deputy clerk.

Essential Functions:

- Greets and directs all customers
- Receive, accept and record all instruments and all related duties involved in this process; certifies all documents
- Review and prepare instruments after recording process is complete to mail out
- Issue and record marriage license, birth and death records; certify copies
- Reconciles collection of fees daily

Other duties and Responsibilities:

- Assist customers/taxpayers
- Answers the phone, directs calls, takes and relays messages and responds to inquiries from the general public
- Ability to function under pressure with accuracy
- Ability to manage multiple and changing priorities as may be necessary
- Other duties as assigned

Knowledge, Skill, Abilities and 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
- Accuracy is extremely important; must pay attention to detail
- A courteous, professional style is important in customer service
- Knowledge of basic math and accounting principles
- Good judgment is a must
- High School diploma or GED
- A valid Texas drivers' license
- Operate office machines such as computers, phone systems, copiers, scanners, fax machines, calculators and postage machines

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