

**Llano County  
Employment Opportunity  
District Clerk Office  
Deputy District Clerk – \$38,958**

The Llano County District Clerk's office is seeking candidates for the position of Deputy District Clerk. This is a full-time, non-exempt position under the direction of the District Clerk. Duties to include, but not limited to; 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's office.

Job Location: Llano County District Clerk office, 832 Ford Street, Llano, Texas 78643  
Job open: 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](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: [nlevlon@co.llano.tx.us](mailto:nlevlon@co.llano.tx.us).

For questions, please call the Llano County District Clerk Ashley Inge @ 325-247-5036.

**Llano County is an Equal Opportunity Employer**

## Llano County Job Description

**Job Title: Deputy District Clerk**

**Base: L2**

**FLSA: Non-Exempt**

**Department: District Clerk**

**EEO: 06 Administrative Support**

**Reports To: District Clerk & Chief Deputy**

### **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's 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, checking in of jurors, administration of oaths, fingerprinting and any other duties by the Judge.
- Perform routine office procedures such as answering telephone, copying records as required and perform record searches of criminal and civil files. Respond to inquiries about filing fees, jury excuses and civil suits.
- Receive, sort, and distribute incoming and outgoing mail. Including, but not limited to; mailing orders and settings to all parties in a suit.
- Administer oaths and certifications for papers filed in the District Court.
- Provide clerical support (filling, typing, data entry, etc.), as the work load allows.

### **Additional Duties:**

- Operate computer terminal for information retrieval and data entry of criminal and civil case records, and word processing.
- 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/walk to attend to a variety of errands.

**Dependability and Accountability**

- Be present every day and able to work.
- Be on time in attendance and for court schedules or meetings.
- 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.
- Maintain respect at all times for the District Clerk, other employees, public, and all who enter the District Clerk Office.

**Education and Experience:**

- High school graduation or its equivalent.
- Prefer courses in typing and bookkeeping
- Computer literate.
- One (1) year progressively responsible experience in clerical function.
- Prefer one (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 a variety of office equipment, including personal computer, typewriter, photocopier, telephone, etc.
- Have the ability to make complex 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 and employee 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.*