



COUNTY OF GALVESTON

CLASSIFICATION TITLE: Deputy County Clerk (Front Counter #1)
DEPARTMENT: County Clerk
REPORTS TO: Recording Supervisor

CC/11

PAY GRADE: 10 **Date Created:** August 1, 2002 **Approved by:** _____
PAY STEP: _____ **Date Revised:** _____ **Approved by:** _____
FLSA STATUS: ___ Exempt _X_ Non-Exempt
Bi-Weekly: \$ 1,047.62 Salary: \$ 27,238.23

POSITION SUMMARY: This position is responsible for providing specialized administrative and technical assistance to an assigned department and may perform any or all of the functions outlined below.

ESSENTIAL FUNCTIONS

Files real property and government documents filed in the County Clerk’s Office, input information into automated system.
Files subdivision plats, input information into automated system.
Responds to and provides assistance on inquiries and requests from other departments, county employees and the general public, resolves problems as appropriate.
Answers telephone; direct calls, answers questions, and takes messages as appropriate.
Provides assistance to the general public regarding the location of property records.
Issues Marriage Licenses, DBA’s or other official licenses, or similar inquiries.
Prepares certified or regular copies of documents to requesting persons, organizations, or municipalities.
Prepares voucher accounts as needed.
Receives payments; balances receipts at end of day.
Prepares invoices.
Scans in documents.
Develops and prepares forms and correspondence.
Receives, sorts, opens, and distributes mail; stamps and mails outgoing mail; performs large-scale mail outs.
Performs standard office functions, including faxing, copying, shredding, filing, and typing.
Provides assistance with county elections.
Performs other related duties as assigned.

REQUIRED KNOWLEDGES AND SKILLS

Thorough knowledge of the preparation and interpretation of fiscal, statistical, technical, and narrative reports regarding department and county activities.
Thorough knowledge of the purposes, principles, terminology, and practices employed in the field of specialization.
Working knowledge of legislation, current problems, and professional literature related to the field of specialization.
Working knowledge of local and state law, procedures, and policies as they relate to the mission of the department.
Working knowledge of administrative planning, management, and supervision as it applies to the position.
Working knowledge of county department operations, organization, accountability, and responsibility.
Working knowledge of laws, statutes, and regulations affecting Galveston County and its government.
Working knowledge of Galveston County election processes and procedures.
Working knowledge of Galveston County government, geography, economics, demographics, society, goals, politics, policies, and procedures.
Ability to perform mathematical calculations.
Physical condition commensurate with the demands of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work may be performed while sitting, standing, stooping, bending, crouching, or walking. The employee may lift light or heavy objects, climb ladders, or use tools or equipment requiring a high degree of dexterity. The work is performed in an office, courtroom, darkroom, or other location specific to the functions of the position.

SUPERVISORY RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education.
Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.