



Hill County District Clerk PERSONNEL JOB DESCRIPTION

POSITION: Deputy District Clerk – Trainee

DEPARTMENT: District Clerk

REPORTS TO: Elected/Appointed District Clerk

CLASSIFICATION: Full Time/Non-Exempt

FLSA: N

EEOC: Office and Clerical

The Deputy District Clerk – Entry Level Clerk (Trainee) is responsible for general office and record keeping functions of the District Clerk’s office.

Essential Responsibilities & Duties

- Provide support to District Clerk Deputies as assigned
- Collect court costs, fines, fees in the form of cash, checks, money orders and credit cards
- Accurately post and account for all funds collected
- Operate office equipment to include computers, phones, copiers, scanners, fax machines, calculators and postage machines.
- Compute, record and proofread data
- Records management and inventory control
- Comply with all federal, state and local laws

Educational Requirements

- High School graduate or equivalent preferred

Experience & Skills

- Must have the ability to speak English clearly and be understood by others
- Must read and write the English language, understand meaning and spelling of English words
- Must understand the rules of composition and grammar
- Must have the ability to read and understand information and ideas presented in writing
- Ability to work independently at multiple county facilities
- Must have and maintain the ability to use office equipment in order to perform job duties

- Must have and maintain the ability to concentrate on a task and perform task efficiently and accurately
- Must have the ability to type forty (40) words per minute
- Must possess a cooperative, supportive and positive attitude at all times
- Must have willingness to learn new systems

Physical Demands & Work Environment

- Frequently required to talk, hear, see, sit, stand, kneel, climb
- Required to sit and stand for long periods of time
- Required to lift up to 15 pounds regularly and up to 50 pounds occasionally
- Long and short range accurate vision

Special Conditions

- Required to work occasional evenings and weekends
- May be exposed to dust, odors, adverse climate conditions in alternate work environments
- May encounter difficult, hostile personalities
- Required to dress in professional business attire
- Must be bondable under District Clerk's official bond
- Must possess and maintain a valid Texas Driver's License and valid Texas Liability Insurance at all times
- Must consent to controlled substance testing and criminal background history inquiry