

**Job Title: Deputy Clerk Chief**

**Department:** District Clerk’s Office, Count Clerk’s Office, Vehicle Registration

**Immediate Supervisor:** District Clerk, County Clerk, Tax Assessor/Collector

**BRIEF DESCRIPTION OF THE JOB:** Assists in the management of the department. Performs administrative duties and special projects as assigned.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code

1) Assists in the management of the department by orienting and training new employees, coordinating work duties of personnel, conducting employee meetings, assisting personnel with duties as needed and managing payroll.	S
2) Performs accounting duties by reconciling bank statements, processing NSF checks, balancing accounts and cash drawers and maintaining ledgers.	S
3) Performs administrative duties related to the department by processing and filing various forms and records, assisting the general public with requests for information, preparing various reports and completing special projects as assigned.	S
<b><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</b>	

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

Sedentary     Light     Medium     Heavy     Very Heavy

*Codes: for each physical demand code listed:*

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

Physical Demands	Frequency Code	Description
Standing	F	Assisting customers, copying, faxing, filing
Sitting	F	Desk work
Walking	F	To other departments and office equipment
Lifting	F	Files, supplies, boxes
Carrying	F	Files, supplies, boxes
Pulling	F	File drawers, cart
Pushing	F	File drawers, cart
Using Fine Dexterity	C	Computer keyboard, calculator
Reaching	F	For files and supplies
Kneeling	O	Retrieving items from lower shelves
Crawling	R	Plugging in equipment under desk
Twisting	R	From computer to telephone
Climbing	O	Ladder, step stool
Balancing	O	On ladder
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating wit personnel and general public
Using Foot Controls	N	

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, printer, typewriter, fax machine, calculator, copier, telephone, microfilm machine

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

<b>PRIMARY WORK LOCATION</b>			
Office Environment	X	Warehouse	Shop
Vehicle		Outdoors	Other:

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	F	Emergency Situations	O
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

### **Experience:**

Over three years up to and including four years of experience is required.

### **Certifications and Other Requirements:**

Deputation

Valid Texas Class C Driver's License

### **Supervisory:**

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.