



HAYS COUNTY JOB POSTING

Job Title	Deputy Clerk II – Courts	Job Number	617-0454-111521
Department Head	County Clerk	Date Open	November 15, 2021
Salary Range Minimum	\$2,490.58 Monthly	Application Deadline	Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School degree or equivalent.
- Requires two years secretarial experience preferably in a judicial or legal setting.

Other Qualifications, Certificates, Licenses, Registrations

- Valid Texas Class C driver's license.
- Will be subject to a criminal history background check.

Responsibilities

- Assists customers and callers regarding County Clerk filings or directs them to the appropriate office or staff.
- Receives payments and issues receipts for probate, civil and criminal payments.
- Sends, receives and files court related documents and correspondence.
- File mark documents as they come in and distribute them to appropriate office personnel.
- Copies and certifies documents.
- Performs searches and locates and retrieves information for attorneys, District Attorney staff, other county personnel, and the public.
- Receives and files stamp documents, and verifies information provided.
- Enters and scans information into computer system.
- Reconciles payments received on a daily basis.
- Assists customers and responds to callers regarding records by mail either in person or by telephone.
- Prepares, certifies, and mails or provides document and record copies to requesting parties.
- Determines and collects fees following established guidelines.
- Performs routine office procedures such as answering telephone, accepting payments, issuing receipts and filing.
- Operates personal computer to enter and retrieve information.
- Reviews, sorts and organizes documents filed daily.
- Re-shelves files and prepares additional files for extension of existing file.
- Work is performed at any County Clerk location, to include San Marcos, Kyle, Dripping Springs and Wimberley.
- Performs other duties as assigned.

Summary

Under general direction, the Deputy Clerk II performs a variety of analytical clerical and administrative functions for the Hays County Clerk. Maintains, organizes and categorizes documents, exhibits, reports and confidential records relating to County Court at law cases. This position provides assistance in the County Court at Law by ensuring the courtroom proceedings run efficiently and effectively. The product of the employee's work affects the public, the immediate staff of the department, as well as other county employees.

Individuals in this position serve at the pleasure of the current elected official.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.