



HAYS COUNTY JOB POSTING

Job Title	Deputy Clerk II – Official Public Records	Job Number	617-0454-051022
Department Head	County Clerk	Date Open	May 10, 2022
Salary Range Minimum	\$2,490.58 - \$3,735.92 Monthly – Dependent on Experience	Application Deadline	Until Filled

MUST BE AVAILABLE TO WORK IN ALL COUNTY CLERK OFFICE LOCATIONS

(Kyle, Wimberley, Dripping Springs, and San Marcos)

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:

- Hays County website – www.hayscountytx.com
- 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, 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.

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 documents filed for record and reconciles payments received on a daily basis.
- Processes and maintains official records such as land records, UCC records, assumed name records, birth and death records, marriage licenses and miscellaneous records, including copying records onto CD's, uploading to FTP site.
- Acknowledges applicant signatures with proper identification, and collects fee associated with these filings.
- Performs searches and produces certified copies for all customer requested documents filed in the Vital Records Department.
- Handles all cashiering transactions, which include fee collection and credit card transactions via Certified Payments system.
- Handles the issuance, processing and scanning of marriage licenses, assumed names and Military Discharges (DD214) according to State statutes.
- Maintains daily entry of information into the Texas Electronic Vital Events Register (TxEver) for birth and death records and generates birth certificates from a separate state-wide network according to State law.
- Sets appointments, coordinates and consults with families to complete Acknowledgement of Paternity (AOP) documents. Sets appointments and creates birth certificates based on information provided by parents who have had a home birth. The process includes inspection, approval or denial of all documentation based on State law.
- Utilizes microfilm machine to obtain copies of birth and death records.
- Maintains communication with local law enforcement, District Attorney's Office, and other government agencies for birth and death certificate verification requests.
- Assists all funeral homes to ensure proper, timely, and accurate filings of death certificates.
- Answers phone and mail requests and provides assistance to customers in person to provide departmental information, explain County Clerk website usage, and provide directions to all four County Clerk locations.
- Posts foreclosure notices online for the public review.
- Assists when needed in the posting of Commissioners' Court minutes online.
- Prepares documentation for Commissioners' Court, assists in court and monitors the work flow of signed documents.
- Issues Birth/Death/Marriage Licenses.
- Prepares and issues Death Notices to the State and other Counties.
- Responds to inquiries for information on official public records, Commissioners' Court, or Issuance of Marriage records.
- Prepares, certifies, and mails or provides document and record copies to requesting parties.
- Performs other duties as assigned.

Summary

Under general direction, the Deputy Clerk II performs a variety of clerical and administrative functions to process and maintain official records and documents of Hays County. The duties involve the performance of specific operations that include analytical and clerical tasks and procedures, to process, organize, categorize and maintain official public records, vital documents, plats and Commissioner Court Minutes of Hays County and of the County Clerk of Hays County office. The Deputy Clerk II provides services to the general public and to all of the operating departments and agencies of the County. The product of the employee's work affects the operation of the department that may include the well-being of persons that are not employed in the department. Provides service to Vital Records customers that consist of the issuance and filing of marriage licenses, assumed names, birth records, death records and military discharges (DD214). Daily duties include scanning, indexing and verifying all records received and filed. Additional duties include the creation of home birth certificates and Acknowledgements of Paternity. Responsible for the cashiering of all daily transactions.

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.