



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Deputy District Clerk

**Open Until Filled**

**Department:** Office of the District Clerk

**Salary Range:** \$29,158.00 to \$31,862.00 per year, depending on experience

**Type:** Regular, Full-Time

#### **General Description:**

Under the direction of the District Clerk this position is responsible for performing a variety of clerical and customer assistance duties in support of the District Clerk's Office. Answers phones, directs calls and provides information. Processes mail and documents received via fax. Assists clients and responds to research inquiries and record search requests. Accepts passport applications and transmits to issuing agency. Processes criminal record requests. Collects court fines and court costs. Balances daily receipts and performs general bookkeeping duties. Responsible for imaging of documents and file maintenance for record retention. Performs additional duties as required.

#### **Knowledge, Skills & Abilities:**

- Excellent verbal and written communication skills
- Excellent customer service skills
- Ability to multi-task in a professional office environment
- Knowledge of general office and clerical support procedures
- Knowledge of telephone procedures and etiquette
- Ability to follow instructions and perform duties independently with speed and accuracy
- Ability to establish and maintain professionalism with co-workers and the general public
- Ability to maintain confidentiality
- Knowledge of basic mathematics
- Skill in using computers and standard office equipment

#### **Additional Information:**

- Work performed indoors with some outdoor exposure
- Requires ability to sit and stand for extended periods of time
- May be required to stoop, bend and reach
- Requires ability to lift and carry up to 25 pounds

#### **Qualifications:**

- Graduation from High School or GED
- One year of general clerical, bookkeeping or related experience
- Must be a US Citizen, as required by federal law in order to process passport applications

#### **Instructions:**

Submit a completed and signed Nacogdoches County Employment Application to the address below. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department  
Nacogdoches County  
101 W. Main St., Ste. 161  
Nacogdoches, TX 75961

Or Fax: 936-560-7810  
email: [personnel@co.nacogdoches.tx.us](mailto:personnel@co.nacogdoches.tx.us)