



## ATASCOSA COUNTY DEPUTY CLERK

**POSITION SUMMARY:** Performs a variety of clerical and record keeping duties relating to the operation of the County Clerk's office. Ensures compliance with County Policies, State Statutes and Laws governing the Clerk's office. Provides professional, effective and efficient public service to the general public. Sets an example in professional standards as well as work ethics and efficient customer service.

Compensation: \$42,000 annually

Applications Close: June 26, 2026 or until filled

Applications to be submitted to the County HR Department at [kfournier@co.atascosa.tx.us](mailto:kfournier@co.atascosa.tx.us)

### ESSENTIAL FUNCTIONS:

- Serves the public in a knowledgeable and professional manner
- Follow all state statutes pertaining to the operation of the County Clerk's office to include determining when documents meet the necessary requirements for recording and when and to whom vital records may be issued
- Performs support/clerical duties to include answering phones, alphabetizing, indexing, verifying, filing and maintaining documents, materials and files
- Considerable knowledge of the deed/records management system, land terminology as applied
- Receives, verifies and processes a variety of documents, instruments and records for filing and/or recording in the Official Public Record to include all Land Records, Brands, Assumed Name Certificates
- Process/issue Certified Copies of all vital statistics records to include birth, death and marriage records
- Process/issue Certified Copies of DD214 documents
- Create and maintain case files for County Court Misdemeanors, County Court Civil Cases, and Probate Court
- Utilizes department-specific specialized and general computer systems for data input, retrieval, etc.
- Accept payments for court costs and fines related to County Court
- Properly and accurately research records
- Other job duties as assigned or necessary

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work independently
- Knowledge of laws, rules, regulations and procedures relating to county policies, county forms, legal documents, correspondence and report preparation as needed
- Reference rules, laws, regulations and procedures applicable to work in the County Clerk's office
- Ability to use computer systems and software necessary to perform all duties;  Must have and maintain the ability to concentrate on a task over a period without being distracted
- Must always possess a cooperative and positive attitude
- Must be able to multi-task while completing each task accurately
- Maintain confidentiality in the performance of duties
- Bi-lingual helpful but not required

**QUALIFICATIONS:**

- High school diploma or equivalent
- Ability to pass a pre-employment physical and drug & alcohol screening

**SPECIAL CONDITIONS:**

- Required to be bondable under the County Clerk's Official Bond
- Ability to sit or stand for prolonged periods of time
- Ability to lift up to 15 pounds