



**VICTORIA COUNTY**

**DEPARTMENT: Victoria County Clerk's Office  
115 N Bridge, Room 103, Victoria TX 77901**

POSITION: Part-time Clerk II (Non-Exempt)

Reg. Part-time (20 hours weekly)

SALARY: \$12.50/hour

OPEN UNTIL FILLED

**GENERAL DESCRIPTION**

Performs advanced clerk work under the supervision of the Chief Clerk; receives processes and records documents for Real and Personal Property, Vital Statistics, Court and other records processed by the office of the County Clerk. Assists customers at the counter and by telephone in relations to the services and procedures of the County Clerk's office.

**EXAMPLES OF WORK PERFORMED**

Type correspondence and other documents and materials using a typewriter and/or computer data processing software.

Enters information on office records to the computer and retrieves information to respond to inquiries.

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting, stuffing and mailing documents.

Processes requests for information or documents. Searches files of the Clerk's office to obtain needed information.

Accepts and processes legal documents, collects fees, and files papers after recording.

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail.

Proofreads records and conducts research as needed on documents filed in the County Clerk's Office.

Perform other duties in other departments which may include any of the following: Deed Records, Civil, Probate, Collections, Marriage, Accounting, Criminal, Vital Statistics, Assumed Name Records and Commissioner's Court.

Must have ability to work well with others.

Regular attendance is a must.

Performs other duties as assigned.

## **GENERAL QUALIFICATION GUIDELINES:**

### **Experience and Education**

Two (2) years of college education or two (2) years experience in clerical functions, preferably including at least (1) year of related experience.

Experience may be used in lieu of education.

Bilingual ability preferred but not required.

### **CERTIFICATES, LICENSES, REGISTRATION:**

Valid Texas Driver's License and current liability insurance.

### **Knowledge, Skills, and Abilities**

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals.

Ability to fill out reports, answer telephones, prepare and route correspondence accurately distribute messages, and speak effectively to the public.

Knowledge and ability to operate computer database systems and software such as Microsoft Office-Word, Excel, etc.

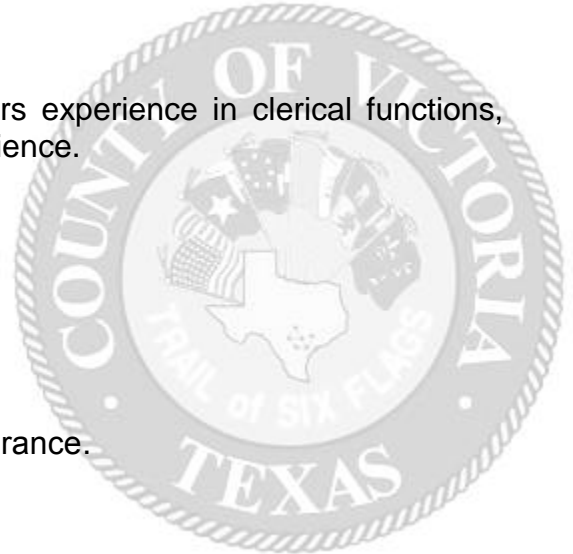
Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.



## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Victoria County Accident Prevention Plan and department's safety regulations

Apply to Administrative Services, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or [www.vctx.org/employment](http://www.vctx.org/employment).

Victoria County Administrative Services  
115 N. Bridge St., Room 127  
Victoria, TX 77901