

## NOTICE OF JOB OPENING

Andrews County is currently accepting applications to fill a full-time position at the Andrews County Clerk's Office. Applications are available in the office of the County Judge, County Clerk's Office and online at [www.co.andrews.tx.us](http://www.co.andrews.tx.us) and will be accepted **until position is filled**. Please return completed application to the Andrews County Clerk 215 NW 1st St (Annex Building), Andrews, Texas.

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy

### **JOB DESCRIPTION –DEPUTY CLERK**

**JOB SUMMARY:** Assists County Clerk in one or more areas of responsibility, and is responsible for one or more particular functions of individual office, and is generally familiar with overall responsibilities of department as is outlined by law governing that department.

### **DUTIES AND RESPONSIBILITIES:**

Process information and verifying accuracy of information, documenting to system and collecting and receipting filing fees.

Assist with major projects within the office as well as to continue with individual areas of responsibility.

### **QUALIFICATIONS:**

Must have a High School Diploma or GED

Must have experience in operating computer, 10-key calculator and various office machines, Microsoft Word, Excel, etc.

Must be able to read, write and speak English fluently.

Must have experience in handling cash transactions.

Must possess excellent customer service skills with the ability to interact with the general public and co-workers.

Must be well-organized with the ability to multi-task and work well under pressure with flexibility and professionalism.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.