



Victoria County, TX

POSITION PROFILE

Position Title:	Deputy Clerk	Effective Date:	March 2025
Department:	County Clerk	Salary:	\$16.57 – 19.47
Accountable to:	Assistant Chief	Status:	Non-Exempt

Primary Objectives

Performs intermediate clerk work under the supervision of the Assistant Chief Deputy; 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 Clerk's office.

Supervision Received

Work is performed under the limited supervision of Assistant Chief Deputy.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Process court documents in accordance with court procedures and legal requirements; maintain official records of probate criminal, juvenile and civil court proceedings; assist with the organization of courtroom operations.
2. Receive and process documents filed with the court; check for accuracy, and completeness; record and process orders, judgments, and decrees of the court.
3. Maintain custody of official records and archives of the county including ordinances, resolutions, contracts, agreements, deeds, insurance documents, and minutes.
4. Review and verify information; sort, assemble, and organize materials; route and deliver documents to the appropriate parties.
5. Prepare court dockets and case files and type a variety of documents including general correspondence, notices, court orders, forms, records, and reports.
6. Monitor, balance, and audit of daily cash drawer receipts.
7. Respond to difficult and complex complaints or requests for information.
8. Assist with county elections as necessary.
9. Process purchase orders for office equipment and supplies.
10. Provide courteous and professional customer service.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and moderate (1-3 years) experience required.
- Must be qualified to be deputized and bonded.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time and may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Seldom or occasional
Up to 25	Seldom or occasional
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet to Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.