

PUBLIC JOB POSTING

Job Title: Deputy Clerk – District Clerk
Department Head: District Clerk
Date Open: October 19, 2021
Full Time and Part Time positions available
Application Deadline: Until Filled

Summary

Under general direction, the Deputy Clerk performs a variety of analytical clerical and administrative functions for the Sabine District Clerk. Maintains, organizes and categorizes documents, exhibits, reports and confidential records relating to District Court cases. This position provides assistance in the District Court by ensuring the courtroom proceedings run efficiently and effectively. The product of the employee's work affects the public, the immediate staff of the department, as well as other county employees.

Individuals in this position serve at the pleasure of the current elected official.

Education and/or Experience

Requires High School degree or equivalent.
Requires two years secretarial experience preferably in a judicial or legal setting.
Other Qualifications, Certifications, Licenses, Registrations
Valid Texas Class C driver's license.
Will be subject to a criminal history background check.

Responsibilities

Assists customers and callers regarding District Clerk filings or directs them to the appropriate office or staff.

- File mark documents as they come in through the efile portal or over the counter filings.
- Copies and certifies documents.
- Performs searches and locates and retrieves information for attorneys, District Attorney staff, other county personnel, and the public.
- Enters and scans information into computer system.
- Reconciles payments received on a daily basis.
- Assists customers and responds to callers regarding records by mail either in person or by telephone.
- Prepares, certifies, and mails or provides document and record copies to requesting parties.
- Determines and collects fees following established guidelines.
- Performs routine office procedures such as answering telephone, accepting payments, issuing receipts and filing.
- Operates personal computer to enter and retrieve information.
- Reviews, sorts and organizes documents filed daily.
- Re-shelves files and prepares additional files for extension of existing file.
- Performs other duties as assigned.

In order to be considered for employment with Sabine County submit the following documents:

- Sabine County Employment Application
- Resume

Find Sabine County Employment Applications at:

- Sabine County website – www.co.sabine.tx.us
- Pre-printed forms at the Sabine County District Clerk office

You may submit your application documents in any of the following ways:

- Hand-deliver to Courthouse, 3rd floor District Clerk office
- Email: sabinecodc@gmail.com

Sabine County is an EEO employer. In compliance with the Americans with Disabilities Act, Sabine County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.