



**COUNTY OF VICTORIA  
VICTORIA COUNTY CLERK  
115 N Bridge Rm 103  
Victoria, TX 77901**

---

<b>Position:</b>	<b>Clerk III</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary:</b>	<b>\$13.82-\$16.58 hourly</b>
<b>Classification:</b>	<b>Non-Essential</b>
<b>Posting Date:</b>	<b>November 18, 2022 -Ending date December 2, 2022</b>
<b>Reports To:</b>	<b>County Clerk</b>

### **SUMMARY**

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 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, by email or by telephone, convey messages, make telephone calls, and faxes.
- 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 and work in a multi-task environment.
- Regular attendance is a must.
- Performs other duties as assigned.

### **EXPERIENCE AND/OR 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.
- Extensive computer skills are a plus.
- Bilingual ability is helpful.

## **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.
- Extensive knowledge and ability to operate computer database systems and software such as Microsoft Office-Word, Excel, etc. is a plus
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

Maintain mental capacity which permits:

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

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk and/or hear for extended periods of time
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl from 1/3 to 2/3 of the time.
- Up to 25 pounds lifting under 1/3 of the time.
- Over 25 pounds lifting less than 1/8 of the time.
- Close vision, at 20 inches or less and distance vision at 20 feet or more is required with or without optical correction.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposure to moderate noise levels.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/human.resources.dept>.

Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901