

GREGG COUNTY HUMAN RESOURCES DEPARTMENT

INTERNAL/EXTERNAL COUNTY OPENING

JOB TITLE: DEPUTY DISTRICT CLERK I (POSITION # DC0003)
DEPARTMENT: DISTRICT CLERK
DATE POSTED: NOVEMBER 2, 2018
CLOSING DATE: NOVEMBER 8, 2018

BASIC QUALIFICATIONS:

1. Required High School education or equivalent.
2. Excellent typing skills.
3. Computer experience
4. Ability to perform job duties in a courtroom setting.
5. Experience in numerical filing system.
6. Knowledge of Court room and telephone etiquette.
7. Knowledge of copier machine.
8. Ability to work under pressure conditions to meet deadlines.
9. Ability to do multi-tasks duties without confusion.

EXAMPLES OF JOB DUTIES:

1. Effectively answers routine inquires and resolves more complex service issues.
2. Maintains records, collects data and information, responds to public requests: certifies documentation and files official documentation.
3. Utilizes computerized data entry equipment and various word process, and file maintenance programs to enter, store, and/or retrieve information.
4. Reviews original documentation, verifies accuracy and scans and archives as necessary.
5. May serve as substitute in other department divisions during employee breaks or absences.
6. May balance cashiers drawers at the end of the day and prepares related reports on a daily and weekly basic.
7. Regular and punctual attendance is required.
8. Performs other related duties as requested by a supervisor.

SALARY: \$25,800.00/ANNUALLY

QUALIFIED APPLICANTS MAY APPLY AT THE HUMAN RESOURCES DEPARTMENT, ROOM 109, GREGG COUNTY COURTHOUSE.

Rita D. Fyffe
Human Resources Director

Date

EEO/M/F/V/D