

# KENDALL COUNTY CLASS SPECIFICATION

## DEPUTY COUNTY CLERK I

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### GENERAL SUMMARY

Under general supervision, the purpose of the position is to assist County Clerk in receiving, processing, and recording documents for vital records, property records, and other records processed by the County Clerk's office.

### EXAMPLES OF ESSENTIAL FUNCTIONS

#### **Duties may include but are not limited to the following:**

Performs a variety of office tasks including answering the telephone, making copies, faxing, and filing documents.

Files new probate cases and issues citations; updates court dockets; and resets court dates for attorney; assists with jury correspondence.

Collects fines and court costs from defendants; receives bonds from County detention facility.

Assesses and records documents for official records.

Receives new documents for probate and criminal cases, foreclosure notices, public meetings, and strays.

Prepares plain and certified copies of official records and vital statistics records.

Conduct searches in the official records, vital statistics, probate records, criminal records, Commissioner Court minutes, and other record books.

Takes minutes for Commissioners Court, types and files, and indexes minutes.

Pay out completed probate cases; pays Constables for citations issued.

### EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by six (6) months to one (1) year previous experience or training that includes office administration.

### LICENSES AND CERTIFICATIONS

No licenses or certifications are required for this position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- County clerk office procedures and policies.
- Modern office procedures and equipment.
- Correct English usage and grammar.

### **Ability to:**

- Utilize various advisory and design data and information such as court documents and files
- Communicate verbally and in writing so as to allow comprehension by receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, attorneys, judges, and courts.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, and sit.
- Exert light physical work in an office environment in a mainly sedentary position.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.