

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

The County of Potter needs qualified individuals to fill the following position. Applicants may be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: DEPUTY CLERK

SPECIFICATIONS:

- Daily attendance at the District Clerk's office is required. Must arrive at work on time (8:00 a.m.) prepared to perform assigned duties and work assigned schedule. Must remain at work until 5:00 p.m.
- Maintain the ability to adapt to the changing technological environment and fully utilize ever-changing computer programs and systems
- Proficiently operate office machines – such as phones, copiers, scanners, and calculators
- Be proficient in all work areas with the ability to be self-motivated, as well as work on projects at the direction of the District Clerk
- Effectively interact with the public – in person and on the phone – to answer questions, disseminate or explain information and address complaints relating to the Civil Department

EDUCATION: High School graduate or equivalent - Required

EXPERIENCE: College/business/technical training helpful

REQUIRED SKILLS: Extensive data entry experience – PC, MS Word & MS Excel; Heavy data entry; Follow and retain written and verbal instructions; Detail oriented; Follow procedures established by statute and office policy; Maintain high level of concentration despite frequent interruptions; Productively handle constructive criticism; Maintain confidentiality; Multi-task; Legible handwriting; Maintain a cooperative and positive attitude

PREFERRED SKILLS: Organizing, coordinating, evaluating, planning, reading, sorting, comparing, problem solving and assisting; Typing and handwriting; Speak and write English clearly and be understood by others

PHYSICAL REQUIREMENTS: Frequently required to talk, hear, see, sit and/or stand for long periods of time, walk, kneel, climb, feel, use fingers to handle and arms to reach and carry, lift, sort, stoop, read, bend, and file; Required to lift up to 30 lbs. occasionally; Specific vision requirements include both up close and distance

SPECIAL CONDITIONS: Required to be bondable under the District Clerk's Official Bond; required to occasionally work overtime to assist customers and/or Courts; Required to dress in professional business attire at work daily – follow dress code as outlined in the District Clerk's office policy

Ability to speak a foreign language is a plus.

STARTING SALARY: \$38,000/annually

The above statements are intended to describe the general nature and level of work being performed by this classification. They are not to be construed as an exhaustive list of all job duties performed. The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

APPLICATIONS AND RESUMES MAY BE SUBMITTED TO POTTR COUNTY HUMAN RESOURCES DEPARTMENT

at human-resources@co.potter.tx.us

THEY MAY BE MAILED OR DELIVERED IN PERSON TO 900 S. POLK, SUITE 705, AMARILLO, TX 79101 806-349-4831

"POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES."