



Job Title:	Deputy Probate and Civil Clerk	Immediate Supervisor:	Ruth Sisson
Department/Group:	County Clerk	Position Type:	Full Time – 40 hours weekly
Hourly Range:	\$14.00 to \$15.58 an hour depending on experience	Date posted:	June 18, 2020
Payroll Contact:	Jennifer Jackson	Posting Expires:	Until filled

Lamar County is an Equal Opportunity Employer
Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor's Office at 903-737-2486 to request assistance.

Applications can be picked up at the Auditor's Office or on the website <http://www.co.lamar.tx.us>

FAX OR E-MAIL: 903-737-2451 or auditor@co.lamar.tx.us Subject Line: Attention: Deputy Probate and Civil Clerk	MAIL: Lamar County Auditor's Office Attn: Jennifer 119 N Main Room B05 Paris, TX 75460
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Job Description

SUMMARY
 Responsible for document imaging of criminal records, probate records, real property and official public records, vital statistics (birth certificates, death certificates, and marriage licenses records and filing of same. Assistance to general public and custodial duties over records.

DUTIES AND RESPONSIBILITIES

1. Document imaging of criminal, probate, vital statistics, real property and official public record documents that have been filed in the office.
2. Assist in custodial duties over records pertaining to real property, vital statistics, criminal and probate records
3. File criminal records, probate records, real property and official public records, vital statistics records after imaging.

EDUCATION REQUIREMENTS

4. Graduation from accredited high school, or G.E.D. equivalent
5. Competent typing, computer operating, and scanning
6. Ability to work without supervision, and to work and communicate well with others.
7. Proficient in communication and comprehension skills with the ability to deal efficiently with the public
8. Ability to work without supervision
9. Ability to organize and produce large volumes of work in a timely manner
10. Working knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, and Microsoft Internet Explorer preferred.

WORKING CONDITIONS

11. Subject to occasional work beyond normal workweek (8 a.m. – 5 p.m. Monday – Friday)
12. Subject to heavy concentration of secretarial or work processing work for extended periods sufficient to cause fatigue
13. Heavy lifting of books, boxes, etc. weighing up to 50 pounds
14. Must be able to climb 6-step ladder to retrieve files from storage
15. Must be able to bend, sit, stoop, reach overhead, climb ladders, and move objects up to 50lbs