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| Job Title: | Deputy Probate and Civil Clerk  | Immediate Supervisor: | Ruth Sisson |
| Department/Group: | County Clerk | Position Type: | Full Time – 40 hours weekly |
| Hourly Range: | Up to $18.79/hour  | Date posted: | June 1, 2023 |
| Payroll Contact: | Amber White | Posting Expires: | 6/11/2023 |
| Lamar County is an Equal Opportunity EmployerPersons 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 lamarcohr@co.lamar.tx.usSubject Line:Attention: Deputy Probate and Civil Clerk | Mail:Lamar County Auditor’s OfficeAttn: Amber119 N Main Room B05Paris, TX 75460 |
| Job Description |
| SummaryResponsible 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 responsibilities1. 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 Requirements1. Graduation from accredited high school, or G.E.D. equivalent.
2. Competent typing and computer skills
3. Operative skills of document imaging equipment.
4. Working knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, and Microsoft Internet Explorer preferred.

Working Conditions1. Flexible working hours.
2. Must be able to bend, sit, stoop, reach overhead, climb ladders, and move objects up to 25lbs.
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