

## NOTICE OF EMPLOYMENT OPPORTUNITY

### **Applications now being accepted for a position in the office of the Van Zandt County Clerk,**

#### **POSITION SUMMARY**

Clerk working under County Clerk. This position is full time, 40 hours per week and includes benefits for health insurance, life insurance and discounted rates for supplemental insurance. Requires that the employee have daily contact with the public. The employee is not responsible for the supervision of other employees. Professional customer service skills and confidentiality are a requirement.

#### **ESSENTIAL JOB FUNCTIONS**

- Working knowledge of basic accounting procedures
- Must be able to be bonded and insured
- Exposure to high stress situations
- Typing skills- be able to type 50 wpm, accurately.
- Regular attendance and timeliness at the worksite is required
- Maintain work area in a professional, organized manner
- Professional Customer Service
- Answer phones, direct calls and take messages in a timely manner
- Accurately maintain filing system
- Maintain absolute confidentiality
- Some legal background preferred
- Some land record background preferred

#### **ADDITIONAL JOB DUTIES:**

Any other duty as assigned by the County Clerk within the scope of the department.

#### **REQUIRED KNOWLEDGE AND SKILLS**

Knowledge: General office practices and procedures. Knowledge of Land records preferred. Will assist with Elections. Skills: Familiarity with a computer including Outlook, Microsoft Word and Internet Explorer, Adobe Acrobat- must be able to manipulate multiple file formats into PDF, answering phones and general office duties. Assist co-workers in all departments and other offices as needed; maintain effective working relationships with other county employees, officials and the general public; understand and carry out oral and written instruction and learn tasks readily; exceptional organizational skills and proven ability to maintain accurate, detailed records; able to multi-task, work under pressure and meet established deadlines.

#### **PHYSICAL REQUIREMENTS**

- Required to perform the essential job functions
- To be ADA compliant
  - Walking, sitting, or standing for long periods of time
  - Lifting and carrying materials weighing up to 30 pounds such as boxes, files or stacks of records
  - Occasional climbing, stooping, crawling, squatting, and/or kneeling

## **EDUCATION**

- High school diploma, or its equivalent, combination of experience, education and training that provides the required knowledge and skills.

## **CERTIFICATION OR LICENSES**

- Requires a valid driver's license.
- Must be bondable.

## **LANGUAGE SKILLS**

Prefer bilingual in English and Spanish

This job advertisement does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.

## **SALARY:**

Starting hourly wage is \$12 per hour plus benefits; Health insurance, paid Holidays

## **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

Applications can be picked up from the Human Resources (HR) office on the first floor of the Van Zandt County courthouse or downloaded from our website at ;

<http://www.vanzandtcountry.org/page/vanzandt.Jobs.Openings>

AN EQUAL OPPORTUNITY EMPLOYER