

COUNTY OF CAMERON**EMPLOYMENT OPPORTUNITY
CIVIL SERVICE**

DATE: May 15, 2019

DEADLINE: May 21, 2019

POSITION: **DEPUTY CLERK (IN-COUNTY ONLY)****JOB LOCATION:** Cameron County Clerk's Office
(Brownsville/Harlingen/San Benito/La Feria, TX.)**PAY PLAN:** 107 - \$ 24,249.00 per year

QUALIFICATIONS: High School graduate or its equivalent, plus at least two (2) years of experience as a typist or in a clerical position involving typing (related business school training or college courses may be substituted equally for up to six (6) months of work experience), or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Knowledge of general office procedures, policies and practices, as well as basic knowledge of computer/video display terminal (VDT) and other general office equipment. Knowledge of codes, statutes, and regulations pertaining to the office of the County Clerk as it pertains to State Law. Knowledge of policies and procedures of Cameron County. Knowledge of basic typing skills (45 WPM) and data entry. Skill in communicating, clearly and effectively, orally and in writing. Must be able to communicate in both English and Spanish. Physical ability to occasionally lift and/or move up to 35 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and job duties. Employee may be required to work more than 40 hours during workweek and attain telecommunication skills.

DESCRIPTION OF DUTIES: To provide general clerical support and assistance under close supervision to the Department assigned, including customer service. Clerk will be cross-trained in different areas of the County Clerk's Office. Clerk is responsible for the work processes of Official Records, Vital Statistics-Local Registrar, Civil, Probate, Criminal, Records Management and Commissioners' Court minutes. Performs other tasks and cross-training as assigned within the County Clerk's Office. This position is subject to a six (6) month probationary period prior to Civil Service eligibility. Must submit to a Civil Service Clerical Exam.

BENEFITS: Cameron County Offers Excellent Fringe Benefits, Including: Health and Life Insurance Protection, Sick and Annual Leave, Retirement System and Paid Holidays. Cameron County has a mandatory direct deposit payroll program.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 E. Monroe St. Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER