



Deputy District and County Clerk Opening

Applications available at the Clerk's Office
9:00 to 12:00 and 1:00 to 5:00

Applications will be considered on a rolling basis until
position is filled.

Jennifer Wright

Jeff Davis County
District & County Clerk

QUALIFICATIONS:

- Two years administrative support experience required
- Verbal and written communication skills
- Maintain strict confidentiality
- Handle multiple tasks simultaneously with the ability to prioritize
- Handle high volumes of detail-oriented work
- Work under minimal direction

Job Summary

Under light supervision, performs a variety of legal clerical duties in response to actions of the courts. Uses independent judgment interpreting and applying procedures and precedents to specific misdemeanor and felony cases. Coordinates and carries out duties involved in assigned causes of action. Performs detailed and complex legal procedures associated with the receipt, review, and filing of court documents. Reviews and analyzes legal documents, indexes documents by applying appropriate category codes, and scans documents into electronic imaging systems. Prepares and issues a variety of legal documents. Assesses fees and performs cashier duties. Assists the public and acts as a liaison between the department, courts, other agencies, and the public.

NOTICE: Jeff Davis County is an Equal Opportunity Employer. Jeff Davis County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.