

**MADISON COUNTY  
JOB POSTING**

Job Title: Deputy Clerk, Grade 4, Office and Clerical, Criminal Records, Civil Records, Vital Records  
Department: Madison County Clerk

Date Posted: November 1, 2021

Closing Date: When Position is Filled

Education Requirements:

High School Diploma or equivalent required/ Additional education preferred  
One year experience working in an office  
Working knowledge of case management system, prefer criminal experience

Skills and Abilities Required:

Competent skills in data entry, word processing filing and oral and written communication  
Ability to use a computer and scanner  
Ability to use a calculator, copy machine and fax machine  
Courteous, Efficient Customer Service Skills  
Professional Attitude and Demeanor  
Organizational Skills and Attention to Detail  
Strong Work Ethic, Ability to Multi-task, and Dependability  
Ability to Establish and Maintain Effective Working Relationships with staff  
Ability to apply Laws, Regulations and Procedures to Assigned Task  
Research and organizational skills

Examples of Job Duties:

Assist Criminal Deputy Clerk with criminal court cases. File stamp new cases, make case binders for each new misdemeanor case, document in case management system and scan  
File-stamp and organize paperwork in case binders ready for court  
Assist with issuing summons and warrants  
Answering the telephone  
Operating Copier, Fax Machine, Calculator and Public Search Stations  
Assisting the Public with Requests and Information  
Using the Computer for indexing, Researching, Record-Keeping and Receipting  
Processing, Issuing and Certifying Birth, Death, and Marriage Certificates  
Indexing and Filing both Electronically and Manually  
Creating Appropriate Forms When Necessary  
Performing Other Duties as Assigned by Supervisor

Beginning Salary: Grade 4 Pay Scale \$11.57 - \$21.63 per hour

A qualified applicant's salary will be determined by salary committee for commissioners' court approval.

Other Information: Position provides full benefits with health, life insurance, and retirement.

New employee shall be subject to a probationary training period of six months.

Applicants may obtain a job application from Madison County's website [www.co.madison.tx.us](http://www.co.madison.tx.us) or Madison County Judge's office. Upon completion email to [susanne.morris@madisoncountytexas.org](mailto:susanne.morris@madisoncountytexas.org) or deliver to Madison County Clerk's Office, 103 W. Trinity, Ste. 104, Madisonville, TX 77864.

Madison County is an Equal Opportunity Employer.

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BY   
SUSANNE MORRIS, County Clerk  
DEPUTY, MADISON COUNTY, TEXAS