

McCulloch County District Clerk

Deputy Clerk I



General Statement of Job

The Deputy Clerk I performs specialized clerical, administrative, and secretarial work in an assigned department.

Specific Duties and Responsibilities

Common Duties:

Answers telephone and greet visitors; provide information.

Processes incoming and outgoing mail.

Certifies and issues copies of legal documents.

Assists and provides information to judges, attorneys, title companies, and the general public regarding inquiries and questions.

District Clerk

Prepares, issues, and processes paperwork, including, but not limited to, citations, subpoenas, temporary restraining orders, notices, orders to appear, and writs.

Collects court costs and fees.

Accepts documents for filing in the District Clerk's office.

Scan documents

Record Management

Jury Summons

Knowledge, Skills, and Abilities

- Computer skills with Microsoft Office
- Knowledge of the standard accepted principles and practices of bookkeeping.
- Organizational Skills
- The ability to use small office equipment, including copy machines or multi-line telephone systems.
- Other essential office duties.

Must have high school diploma or GED.

Applications are available at County Treasurer's Office (3rd Floor of McCulloch County Courthouse)