

OFFICE OF THE SUTTON COUNTY & DISTRICT CLERK

Employment Application

Sutton County Annex
300 E. Oak, Ste 3
Sonora TX 76950

325-387-3815
county.district_clerk@co.sutton.tx.us

AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment and advancement opportunities for all people regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law protect by law.

Employees of this organization are selected in order to accomplish the legal and operational duties established by statute and by the policy choices of the organization's elected officials. Each employee is expected to conduct him/herself in a manner that reflects favorably upon the organization and to recognize that he/she is /are subject to additional public scrutiny in his/her public and personal lives.

APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address					Apartment/Unit #						
City				State		ZIP					
Phone			E-mail Address								
Date Available			Social Security No.			Desired Salary					
Position Applied for											
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?				
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				
EDUCATION											
High School				Address							
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
College				Address							
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
Other				Address							
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	

COMPUTER SOFTWARE SKILLS

COMPUTER SOFTWARE	Name of Software	Your Proficiency with the Software		
Word Processing		Skilled <input type="checkbox"/>	Competent <input type="checkbox"/>	Familiar <input type="checkbox"/>
Spreadsheet		Skilled <input type="checkbox"/>	Competent <input type="checkbox"/>	Familiar <input type="checkbox"/>
Database		Skilled <input type="checkbox"/>	Competent <input type="checkbox"/>	Familiar <input type="checkbox"/>
Other		Skilled <input type="checkbox"/>	Competent <input type="checkbox"/>	Familiar <input type="checkbox"/>

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

JOB RELATED TRAINING

NAME OF COURSE	YEAR COMPLETED	NAME OF COURSE	YEAR COMPLETED

PREVIOUS EMPLOYMENT

Company			Phone	
Address			Supervisor	
Job Title	Starting Salary	\$	Ending Salary	\$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>				

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

FAIR CREDIT REPORTING ACT

Disclosure and Authorization Statement

To: All Applicants for Employment (Please Read Carefully Before Signing Below)

In processing my application for employment, I understand the employer, its representatives, employees or agents may obtain a consumer report and investigative consumer report for employment purposes concerning my past employment, work habits, education, military record, motor vehicle record, credit background, references, character, general reputation personal characteristics, mode of living, civil judgments, liens, and information about my criminal conviction background consistent with state and federal law.

I understand that upon written request to the employer, I will be informed whether an investigative consumer report through a consumer reporting agency was requested and I will be given information as to the nature and scope of the investigation and a summary-of my rights under the Fair Credit Reporting Act. I understand an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates or others with whom I am acquainted or who may have knowledge concerning this information.

By signing below, I authorize this employer to obtain a consumer report and an investigative consumer report on me as part of the pre-employment background and investigation process. If I am offered employment, I further authorize my employer to obtain additional consumer and investigative consumer reports and updates on me for employment purposes at any time during my employment. A copy of this authorization is as valid as the original.

Name (please print)

Signature

Date

AUTHORIZATION AND AGREEMENT

I HEREBY AUTHORIZE YOU TO CONTACT: MY PRESENT EMPLOYERS(S): YES NO
MY PAST EMPLOYERS: YES NO

As part of our normal procedure in processing applications, a routine inquiry will be made concerning your background. Former employers, school record offices and personal, school and employment references may be contacted by a consumer reporting agency to verify and obtain information concerning your background, qualifications, school and work records. You may be asked to sign another form authorizing the release of school records or to supply grade transcripts. Information will only be available to those participating in the decision or those who process employment applications. As part of this investigation, a check of criminal records will also be conducted by a consumer reporting agency. This agency may keep and use information it supplies to us in this investigation for its own business purposes. Further information such as the name of the consumer reporting agency or the nature and scope of such inquiry, if one is made, is available to you upon written request. You will also be given a separate disclosure and authorization to review and sign concerning any reports prepared about your background for us by a consumer reporting agency that compiled the report.

I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquires and tests as described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants who believe they are covered by these Acts ae invited to identify their disabilities and special accommodations they fee are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Human Resources Manager.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect in my employment is so denied or terminated.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment agreement will not be valid unless in writing signed by me and duly authorized representative of this employing organization.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMNT STATEMENTS.

SIGNATURE_____

DATE_____

SUTTON COUNTY DEPUTY CLERK JOB DESCRIPTION

SUMMARY OF POSITION

This position requires telephone skills and general office procedures. This individual has daily contact with the public. Requires an analytical and extensive comprehension of legal documents and the ability to read interpret and apply the applicable legal statute to the task at hand. All duties of this position are governed by Texas Statutes. This position also requires a working knowledge of Microsoft Windows, and the ability to retain a vast amount of information regarding the inter-workings of virtually every county entity. This is a full-time position and is essential that the individual be at work during the hours of 8:30a.m. and 4:30 p.m., Monday through Friday, excluding County or District Court hearing days, election days, sanctioned holidays, scheduled/approved vacation, or illness as stated in the guidelines of the employee manual. The position requires close interaction and teamwork between co-workers and supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Requires the individual to adhere to an extensive group of regulated office procedures and legal statutes. Judgment must be administered to a group of specific laws where there are no proven guidelines. Individual must be able to perform several critical tasks at a time while maintaining proficient accuracy and attention to critical detail. Proficiency in legal verbiage and extensive comprehension of a specific group of laws regulating the issuing and archiving of official public records, birth, death, marriage records and District and County Court records. Individual is required to sign a confidentiality agreement. Use of customized software specifically designed for county government by which all accounting reports and records research are performed. The following duties of this position are performed with limited supervision (to include but not be limited to):

Using customized software for county government this position requires the employee to perform the following:

1. Create from legal documents an index whereby recorded and scanned images may be searched and retrieved electronically as required by legal statute.
2. Examine legal documents with a given set of requirements for recording validity as required by legal statute.
3. Cashiering of legal documents; demanding advanced computer literacy and working knowledge of all Microsoft application, Adobe Pro and QuickBooks environment and critical concentration.
4. Record electronically and accurately mark each legal document presented for archiving purposes as required by law.
5. Ascertain from usually vague information, enough facts to properly instruct the public, attorney's title companies, etc. in proper procedures.
6. Electronic image scanning of all legal documents.
7. Examining and arranging in sequential order all hard copies of legal documents on a daily basis as a part of a disaster recovery plan mandated by statute.
8. Reconcile cash, checks, and escrow accounts to daily cashdrawer report.
9. Generate daily cashdrawer transaction report.
10. Generate copies/certified copies of various types of legal documents as required by legal statutes.
11. Assist public in searching records electronically and manually.

12. Prepare incoming mail for recording.
13. Qualify applicants and prepare marriage license
14. Cashier, record, and scan birth and death certificates. This requires communicating with state offices, hospital personnel, funeral directors and other professional personnel.
15. Prepare certified copies of birth, death, and marriage certificates.
16. Qualify application for beer/wine license. Requires some coordination with the TABC officer and County Judge.
17. Qualify applicants for issuance of birth/death certificates
18. Maintain logs for security paper and recording numbers as set forth by office policy mandated by the state.
19. Assist the public in researching genealogy.
20. Make entries on court dockets concerning actions taken while in courtroom.
21. Pull folders for court – file those folders after all paperwork is complete.
22. Prepare and process judgments.
23. Process defendants when finished in Court
24. Accurately file-stamp all documents, index and enter into the computer system.
25. Intake money and process payments.
26. Deliver various legal documents to the appropriate judge(s) for approval and signature.
27. Process and prepare files on Motion to Revoke/Motion to Adjudicate.
28. Process and issue bench warrants.
29. Process cases with amended conditions of probation.
30. Process release from probation (standard and unfavorable).
31. Process Motion to Revoke/Motion to Adjudicate dismissals
32. Process return on warrants and bonds.
33. Process and prepare subpoenas, citations and other legal instruments as authorized by the court or requested by attorneys or other parties.
34. Answer email and or mail
35. Issue certified copies
36. Must meet and abide by any and all requirements set forth in the Texas Election Code.
36. Requires ability to perform a wide range of election duties including but not limited to: working with voter registration, programing and delivering election equipment and supplies.
37. Process direct mail ballot voting
38. Program and test election poll pads and election equipment.
36. Answer main telephone line.
37. Perform other duties as may be assigned by the Sutton County Clerk or required by statute.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the Sutton County Clerk.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk to various areas of the County buildings.

The employee must occasionally lift and/or move up to 25 pounds (forms, files, election equipment, etc.). Specific vision abilities required by this job include close vision and ability to adjust focus. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

LEVEL OF ACCOUNTABILITY

Position allows for general accountability based on a given set of guidelines. Individual is allowed to use professional judgment, but is never authorized to make changes to standard office policies.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Graduation from High School or a General Education Development (GED) certificate is required.

Two (2) to four (4) years related experience in general office procedures and direct contact with the general public; Basic level of Microsoft applications, Excel and Adobe Pro is required.

DESIRED MINIMUM QUALIFICATIONS:

LANGUAGE SKILLS: Must have the ability to read and comprehend a broad scope of legal documentation. This position must be able to effectively communicate in written and oral form. Bi-lingual skills a plus but not required. **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Individual must be able to perform basic accounting skills, balance to cashdrawer and effectively make change.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS AND ABILITIES

Must exercise good public relations. It is imperative that the individual possess the ability to calm difficult people. Must be able to adapt to software changes and procedural changes with regard to the general office and computer within the thirty (30) days of implementation.

APPEARANCE

The employee must adhere to a professional dress code. The professional atmosphere of the office is dependent upon the employee utilizing good judgment in professional dress and appearance.

COMMENTS

Sutton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

NOTICE:

This job description in no way states or implies that these are the **only** duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Sutton County Clerk.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Sutton County shall be considered "at will" employment. No contract of employment shall exist between any individual and Sutton County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee _____ Date _____

This signed original will be placed in employee's Personnel File.