

## DEPUTY COUNTY CLERK

### JOB DESCRIPTION

Many different services are handled routinely in the County Clerk's office. A deputy County Clerk is required to handle all duties, such as filing, posting, indexing, etc., of anything pertaining to the following: Instruments of record concerning real property (i.e. Warranty Deeds, Deeds of Trust, Mechanic Liens, Releases, Federal Tax Liens, State Tax Liens, Abstracts of Judgment, Labor Liens, Oil and Gas Leases, etc.), Vital Statistics Records (i.e. Birth Certificates, Death Certificates, Marriage Licenses, etc.), U.C.C.'s, Cattle Brands, Military Discharges, Assumed Name Certificates, Official Bonds, Hospital Liens, Optometry Records, Lis Pendens, Attachments, Executions, Notices of Trustee's Sales, Contract and Miscellaneous Records, Bills of Sale, Water Conservation Records, Wills, and Small Estate Records.

The Deputy County Clerk serves as Deputy Clerk of Commissioner's Court, Juvenile Court, County Court (Civil and Criminal) and Probate Court. He/She collects all misdemeanor restitution and probation fees for County Court and Juvenile Court.

The Deputy County Clerk performs election duties for all Bailey County Elections as well as handling absentee voting for Muleshoe ISD and other special elections, if requested to do so.

Other duties of the Deputy County Clerk include the issuance of marriage licenses, doing lien searches, and posting public notices.

They will also assist the public in any way they can with the records, as this is an office of service and we want to serve our community well. Also any other duties asked of them by the County Clerk that would be a benefit to Bailey County. They will all uniformly observe these policies and be available for service when called on, which might require extra hours, or work on weekends or holidays - such as election duties, issuance of marriage licenses, warrants, and processing court papers and other related duties.

Must be able to lift 30 lbs. from a standing or sitting down position.

Must be able to climb 2 or 3 flight of stairs. Must be able to bend over and lift weight up from a bending position. Doorways do not meet standards for wheelchairs.