**FRIO COUNTY JOB OPENING**: FRIO COUNTY CLERKS OFFICE

**POSTING PERIOD**: SEPTEMBER 13TH – SEPTEMBER 19TH, 2019

**LOCATION:** FRIO COUNTY COURTHOUSE, PEARSALL TEXAS

FRIO COUNTY IS ACCEPTING APPLICATIONS FOR CLERK II AT THE FRIO COUNTY CLERKS OFFICE. APPLICATIONS CAN BE OBTAINED AT THE COUNTY CLERKS OFFICE, 500 E. SAN ANTONIO, PEARSALL TEXAS. APPLICATIONS ARE ALSO AVAILABLE ONLINE AT [www.co.frio.tx.us](http://www.co.frio.tx.us) UNDER EMPLOYMENT OPPORTUNITIES. APPLICATIONS MUST BE TURNED IN NO LATER THAN 4:00 P.M., SEPTEMBER 19TH,2019.

**JOB REQUIRMENTS AND RESPONSIBILITIES**:

* Scans and archives documents, files, and records as necessary
* Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store, and/or retrieve information as requested or otherwise necessary.
* Receives payments and issues receipts; logs payment in appropriate files and places money in cash drawers; determines which account to post money to; issues refunds and determines appropriate account settlement; recalculates fee schedules for courts’ prepares cash drawers for safe deposit.
* Answers phones, emails, and walk-in inquiries as necessary; directs customer questions to the appropriate employee or office as needed.
* Issues citations, summons, and warrants in regards to misdemeanor criminal matters.
* Receives payments, issue receipts and post funds for fines, court cost, bond forfeitures and attorney fees.
* Issue birth, death, and marriage certificates.
* Maintain, and apply postings of the general public.
* Perform other duties as assigned.

**EXPERIENCE AND EDUCATION**:

HIGH SCHOOL DIPLOMA OR GED AND A MINIMUM OF ONE YEAR OF EXPERIENCE IN A RELATED FIELD. COMPUTER SKILLS ARE REQUIRED. MUST POSSES A VALID TEXAS DRIVERS LICENCES.