



Walker County Clerk Deputy Clerk II

Registrar-Vitals

(105) \$40,1706 - \$47,257 (Salary based on years of service and experience)

POSITION HOURS:

This is a full-time position with operating hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

SUMMARY OF POSITION:

This position provides administrative clerical and record keeping duties relating to Vital Statists. They provide professional, effective and efficient service to the public. It requires an analytical and extensive comprehension of vital documents and the ability to read, interpret and apply the applicable legal statute while overseeing the recording and preservation of records. Serves as Deputy Registrar for all vital records in the County. Assists with developing archiving plans, retention schedules and more. Sets an example in professional standards as well as work ethics. Must be able to perform several tasks at a time while maintaining proficient accuracy and attention to detail. All duties of this position are governed by Texas Statutes.

SUPERVISION:

This position reports to the County Clerk and/or Chief Deputy. This position in its capacity is the Registrar for the County Vital Records and has frequent contact with other County employees, the general public and the Department of State Health Services of Texas.

RESPONSIBILITIES & DUTIES: *may include, but not limited to the following:*

The following duties of this position are performed using customized software for the Walker County Clerk's office (Neumo) and (TxEVER) to perform the following:

- Have a high degree of organization, attention to detail and mature office judgment.
- Ability to perform highly difficult, complex, and accuracy-focused office work.
- Serves as a custodian of the official Vitals Record and develops and implements projects for retention.
- Manages and prepares records pertaining to but not limited to Birth/Death, Marriage and Military.
- Communicates with State offices, Hospitals, Funeral Directors and other professional personnel.
- Process requests for CPS, local Law Enforcement, District Attorney's Office(s), and any other qualified agency with Birth / Death verification requests.
- Generates Birth Certificates from State-wide network (TxEVER) according to State law.
- Process and record/retrieve Military DD214's as required by law.
- Knowledge of Walker County Cemeteries including family owned.
- Ensures proper, timely, and accurate filings of death records from funeral homes in our area.
- Works closely with Funeral Homes to issue Burial Transit Permits for transportation of decedents.
- Maintain logs for security paper and recording numbers as set forth by office policy mandated by the state.
- Ability to retain information about ever-changing rules, laws, and processes.
- Ability to multi-task and participate in cross training with in department and Recording department.
- Extensive knowledge of modern office practices, terminology, procedures, and equipment.
- Cashier receipts for transactions and ability to generate daily cash drawer transaction report.
- Generate copies/certified of various types of legal documents as required by legal statutes.
- Scans documents into system as well as performs back indexing and scanning of older records.
- Must adhere to the confidentiality of the office and will perform other duties as assigned.

KNOWLEDGE AND SKILL:

- Knowledge of Walker County Clerk's office policies, procedures and responsibilities.
- Knowledge of State documentation retention policies and record keeping systems.
- Ability to organize, efficient work ethic, independence and be a team player.
- Ability to lift large books and boxes of records and files.
- Maintain professional, effective relationships with agencies as well as County, State and Federal departments.
- Advanced verbal and written communication skills with the ability to articulate important information and concepts with complex preservation systems.
- Reference rules, laws, statutes, regulations and procedures.
- Visual acuity to inspect documents to ascertain correctness, statutory compliance and acceptance.
- Spreadsheet and word processing software knowledge and utilization experience preferred.
- Type at a speed necessary for successful job performance.

DESIREEABLE QUALIFICATIONS:

- Ability to handle detailed work – ACCURACY IS A MUST
- Reference rules, laws, regulations and procedures applicable to work in the County Clerk's office.
- Maintain professional, effective relationships with the employees as well as other agencies.
- Efficient work ethic, work independently and be a team player.
- Type at a speed necessary for successful job performance.
- Knowledge of legal descriptions, legal documents and legal terms is helpful

PHYSICAL DEMANDS:

Maintain physical and mental condition appropriate to the performance of assigned duties and responsibilities which may include but not limited to the following:

- Handle a multi-tasking environment
- Handle financial matters effectively and honestly
- Make sound decisions and observations
- Sitting or standing for extended periods of time
- Climbing a 5 foot ladder
- Exposure to fluorescent lighting
- Capable of lifting at least 20 pounds
- Exposure and operation of equipment

QUALIFICATIONS:

- Required to be bondable under the County Clerk's Office.
- Required to pass a criminal background check.
- Required to dress in professional/casual business attire.

ACCEPTABLE EXPERIENCE & TRAINING:

Combinations of experience and training that would most likely provide required knowledge and ability.

- High School diploma or equivalent.
- College course work: in business administration, historical or related field helpful.
- Two (2) to four (4) years of secretarial experience preferred.
- Minimum of two (2) years of which must have involved working with legal instruments in a department of government, a law office, financial institution, a title company, a certified real estate agent, medical field; or related work.

The above statements are intended to describe the general nature and level of work being performed by this classification. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.