

## Clerical Duties and Responsibilities

- Prepare correspondence, documentation, and other materials
- Maintain and update court files and manage e-filings
- Be able to learn and use court case management software and land records software
- Answer phone calls and transfer calls to the appropriate party
- Receive mail and packages from USPS, FedEx, UPS, and couriers; deliver mail to the proper recipient
- Prepare paper copies, faxes, and other documentation as directed
- Order, purchase, request checks, and invoice office supplies
- Remit office invoices to treasurer
- Prepare mailings and packages for delivery
- Maintain files containing confidential information
- Photocopy and fax as needed
- Assist customers as needed in the Clerk's office
- Other duties as assigned by the District and County Clerk

## Clerical Requirements and Qualifications

- High school diploma; associate's degree or bachelor degree in business or related field preferred but not required
- Previous experience handling office responsibilities or experience in customer serviced preferred but not required
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Highly organized multitasker who works well in a fast-paced environment
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Solid time management skills; able to prioritize

If interested, please pick up an Application for Employment at the Edwards County Treasurer's Office and return the Application back to Olga Lydia Reyes, Edwards County and District Clerk. The Edwards County and District Clerk's Office is located at the Edwards County Courthouse Annex Building, 101 E. Main Street; Rocksprings, Texas. Any questions, please call 830-683-2235. Applications must be returned no later than 5:00 pm on Monday, October 2, 2023. Edwards County is an equal opportunity employer.