



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> County Clerk I	<b>Opening Date:</b> December 3, 2021	<b>Application Deadline:</b> Open until filled	<b>Job Posting #:</b> 211107
<b>Department:</b> County Clerk	<b>Starting Salary:</b> \$39,197 to DOQ	<b>Location:</b> Bastrop, Texas	<b>Travel:</b> N/A

## **INTERNAL AND EXTERNAL JOB POSTING** **2 Job Openings (Cannot be filled until January 3, 2022)**

**BRIEF JOB DESCRIPTION:** Under the direct supervision of the County Clerk, this position performs administrative and clerical support for the County Clerk's office. Work involves receiving, recording, and filing of legal documents; verifying, researching and maintaining of official public records recorded in the County Clerk's office; and collecting and receipting payments, answering phones, and providing customer service to the public and various other visitors. Provides effective working relations with County Officials, Department Heads, staff and the general public. Maintains confidentiality of the department at all times.

**GENERAL KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of principles and practices of general office administration and management; Personal Computer skills and software, including Microsoft Office; Professional Customer Service skills; Applicable laws as they pertain to the primary functions of the department; Basic accounting fundamentals; Proper English usage, spelling, grammar and punctuation; Standard office policies, procedures, and equipment;

**MINIMUM QUALIFICATIONS:** One to three years' experience performing general clerical work in an office setting is preferred; or an equivalent combination of education, training and experience. High School Diploma or equivalent. Valid Texas Driver's License.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed at: [Bastrop County Application](#) Applications can be submitted online, mailed or drop off at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <https://www.co.bastrop.tx.us/page/co.jobs>