

**Brewster County  
Job Description**

**Job Title: Temporary Registry/Scanner/OPR Clerk**

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**EEOC:** Office and Clerical

**Date:** 9/2023

**Reports To:** Chief Deputy County Clerk

**SUMMARY:** Prepares all real property documents, assumed name documents, and marriage licenses for scanning. Performs quality control on scanned documents, executes real property document mail out, processes e-recordings, and prepares file sharing reports for upload to customers.

**ESSENTIAL DUTIES:**

- Evaluates and analyzes all real property filings and prepares images for scanning.
- Review all documents for redaction items.
- Scan all real property filings and marriage license.
- After completion of scanning records, QC all real property, marriage licenses, and assumed name documents images.
- Compile and complete public information requests
- Maintains confidentiality and security of documents
- Prepares, scans, quality control, and places for record the official bonds, depositions, and plats
- Assists other employees making plain or certified copies of real property filings
- Assists other employees with records, cattle brands, hospital, and child support liens.
- Answers telephone inquiries, instructs and informs the public as needed
- Greets the public at counter to assist or answer general questions in locating documents, recording documents, and assisting customers to the proper department as needed.
- Assists the public with real property public access computers as needed.
- Data entry of back indexing projects, as needed.
- Creates a high-quality work culture through participation in and emphasis on training and Mentoring to develop leadership, management, and technical skills in self and all Employees, including safety-related training and skills
- Any other duties as assigned.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**SUPERVISORY RESPONSIBILITIES:** This is a non-supervisory position.

**QUALIFICATIONS:** Individual must be able to perform each essential duty necessary to perform this job satisfactorily. Must be able to establish and maintain effective working relationships with co-workers and the public. Must be able to work independently in the absence of supervision. Must be able to read and understand cursive writing. Requirements listed below are

representative of the knowledge, skill and/or ability required.

**EDUCATION/EXPERIENCE:** Graduation from High school or GED certificate or graduation from a formal business school, which provides the required knowledge, skills, and abilities and 2 years of general office experience or equivalent combination of education and experience

**KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of office practices and procedures, English grammar, spelling and punctuation; Customer Service knowledge of principles and processes for customer services. Assessing customer needs, meeting quality standards for services for customer satisfaction and making sound decisions based on Texas statutes.

Skilled in operating a personal computer, scanner, calculator, copier, shredder, typewriter (minimum 40 wpm), telephone, laser printer, electronic time clock, and fax machine. Read and write manuals, office memos and letters. Perform basic mathematical calculations; analyze data; communicate effectively, both in person and on the phone utilizing active listening skills. Maintain effective positive working relationships with co-workers and the public. Strong interpersonal skills including diplomacy and problem solving to work with positively and effectively with other employees and elected officials.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**PHYSICAL DEMANDS:** Duties require: daily sitting, standing, walking, talking, listening, use of hands and/or fingers to handle, pick-up, grasp, pinch, type or feel; frequent lifting of objects up to 20 pounds; occasional stooping and lifting of objects of up to 40 pounds; close vision, distance vision, ability to distinguish colors, peripheral vision, depth perception and ability to adjust focus. Occasional use of stepladder.

**WORK ENVIRONMENT:** Work is performed primarily in a climate-controlled open work area shared with other employees and is open to public and office traffic. Worker is occasionally subject to physical hazards from traffic. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**RECEIVED:** \_\_\_\_\_  
Employee signature and date