



## **Brewster County Clerk**

### **Deputy Clerk Position**

#### **Position Summary:**

A Deputy Clerk use automated tools to complete the tasks assign to them within the Brewster County Clerk's Office.

#### **Required Knowledge and Skills:**

Case Management Systems, Court Recording Software, Office Computer-Systems. Ability to create and maintain court dockets and assist during Courtroom proceedings. Preparation of legal documents, maintaining case files, understanding court policies. Also, general assistance of customers, answering phones, and other day to day office procedures.

#### **Qualifications:**

High School Diploma or GED

#### **Compensation:**

The Brewster County Deputy Clerk is an employee of Brewster County. Therefore, the employee must understand and abide by the Brewster County Handbook. Salary will commensurate with experience. Brewster County Employee Benefits Package will come into effect 90 days after start date.

Position is open until filled. For copies of job description and application please visit our website at [www.brewstercountytexas.com/employment](http://www.brewstercountytexas.com/employment) or apply in person with the Brewster County Clerk's Office.

Please submit application and resume to the Brewster County Clerk, Berta Rios-Martinez, @ 201 W Ave E, Alpine, TX 79830 or [bmartinez@co.brewster.tx.us](mailto:bmartinez@co.brewster.tx.us)

**Brewster County  
Application for Employment**

**Instructions:** Complete all necessary information. You may be asked to provide additional information on another form. Please Print.

Name \_\_\_\_\_

Social Security# \_\_\_\_\_ Phone(    ) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Would you accept full-time work? Yes    No    Would you accept part-time work? Yes    No

On what date would you be available for work? \_\_\_\_\_

Have you ever been employed by Brewster County before? Yes    Dates \_\_\_\_\_ No

Do you have a legal right to be employed in the U.S.? Yes    No    (If yes, proof is required)

Are you of legal age to work? Yes    No

**Educational Background**

**High School:**

Name and location \_\_\_\_\_

Date of Graduation \_\_\_\_\_ Did not graduate

If you did not graduate from High School, do you have a GED? Yes    No

**College:**

Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes    No

Degree or diploma \_\_\_\_\_ Date \_\_\_\_\_

**Graduate School:**

Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes    No

Degree or diploma \_\_\_\_\_ Date \_\_\_\_\_

**Vocational Training – other:**

Name and location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate? Yes No  
Degree or diploma \_\_\_\_\_ Date \_\_\_\_\_

Continuing Education: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**License & Certifications:**

Do you have a Texas Drivers License? Yes What type of DL? \_\_\_\_\_ No

Do you hold any special licenses or certifications? (List) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have experience or special skills in Accounting Finance, Human Resources, Risk Management/Insurance or Grant related matters?

If so, please describe your experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your level of proficiency with computers/IT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to travel to attending training and continuing education related to your employment?  
(County pays expenses) \_\_\_\_\_  
\_\_\_\_\_

**Previous Employers and Addresses**

If you do not want us to contact your present employer, please write "Do Not Contact" by that Employer's information. List the most recent employer first, and list your employment for the last 10 years.

1. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Last Wage \_\_\_\_\_

2. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
 Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Last Wage \_\_\_\_\_
3. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
 Position \_\_\_\_\_ Reason for leaving \_\_\_\_\_ Last Wage \_\_\_\_\_
4. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

You may attach additional pages if necessary. You may also submit a separate resume and any other information which you believe may be pertinent.

**I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.**

**BY SIGNING THIS APPLICATION, I AGREE THAT THE COUNTY MAY CHECK MY BACKGROUND AND CRIMINAL HISTORY.**

**WHERE CAN WE CONTACT YOU? \_\_\_\_\_**  
**(PLEASE LEAVE PHONE NUMBERS) \_\_\_\_\_**

**APPLICANT'S SIGNATURE \_\_\_\_\_**  
**DATE \_\_\_\_\_**