



The office of the Uvalde County Clerk is accepting applications for the following position:

Deputy Clerk

Applicant(s) must have knowledge in recording, indexing and records management. Applicant(s) must be able to demonstrate the following skills;

Knowledge of legal procedures and terminology

Organization and planning

Work ethics and Confidentiality

Attention to details and accuracy

Filing, Scanning, Maintaining Files and Reports

Computer literate with strong typing and data entry skills

Self-motivated with the ability to establish and meet deadlines

Demonstrate a willingness to perform duties in a team environment

Ability to multitask

Communicate effectively in person by phone and electronic communication

This position requires applicant to provide clerical support in a busy courtroom setting, assisting attorneys, judicial officers, judges, law enforcement and the general public. Position requires a well-organized, detail-oriented individual with ability to work well under pressure with flexibility and professionalism. The applicant(s) must be highly motivated and strive for success by demonstrating the core values of integrity, dependability, trustworthiness and accountability; the foundation and expectation of this administration. Work must be performed according to established procedures as prescribed by law. High School diploma or equivalent with two years of clerical, administrative or relevant experience is preferred. Resume required. Applications accepted until position(s) is filled. Uvalde County is an Equal Opportunity Employer. Return application and resume to:

Valerie Del Toro Romero
Uvalde County Clerk
#20 Courthouse Square
Uvalde, Texas 78801