



Deputy Clerk

Class Code:
CL01

Lubbock County
Revision Date: August 7, 2025

Job Title: Deputy Clerk
Responsible to: Supervisor or Team Leader
Pay Band: 0218
FLSA: Non-Exempt

Summary:

Responsible for vehicle titling and registration of cars, trucks, trailers and motorcycles.

Duties and Responsibilities:

Responsible for processing all types of registration, placards, permits, exempt and special plates. Ability to learn and follow state laws and procedures. Responsible for all types of inventory. Responsible for accurate accounting of money and cash drawer. Responsible for processing title transfers on cars, trucks, trailers and motorcycles. Responsible for processing over-the-counter title customers, title mail and dealer packets. Must have dependable transportation with the ability to work in any of the assigned offices and be able to arrive at work on time. Perform related duties as assigned. Perform related duties as assigned.

Position Requirements:

High school diploma or General Education Degree (GED).

Required Knowledge, Skills, and Abilities:

Ability to solve practical problems. Successfully pass a typing test. Ability to communicate with customers effectively in person, on the phone and through electronic communication. Ability to learn and be efficient in the applicable computer systems. Ability to complete any assigned task as given by Supervisor and Team Leader.

Physical and Environmental Requirements:

Ability to lift and/or move up to 50 pounds. Frequent standing and/or sitting for long periods. Maintain the ability to occasionally stand, walk, kneel, and bend during the shift; Reach, grip, and use fine dexterity; Push and pull objects; Occasionally flex upper trunk forward at the waist and partially at the knees; Occasionally rotate upper trunk to the left or right while sitting or standing; place arms above, at or below shoulder height; Use of vision and depth perception; ability to communicate clearly.