

LLANO COUNTY JOB OPPORTUNITY

JOB TITLE: Land Records Deputy Clerk

JOB CATEGORY: Administrative Support

Department: County Clerk

Posting expires: Open until filled

Location: 107 West Sandstone St., Llano, TX

Background Check: Required

Hourly: \$18.73

Benefits: Retirement with TCDRS

Opening Date: 07/15/2026

Health & Dental Insurance

Position Type: Full Time

Vacation, Sick & Holiday Pay

Date Posted: 07/15/2026

Status: Non-Exempt

HOW TO APPLY: WWW.LLANOCOUNTY.GOV, JOB OPENINGS, APPLICATION FOR EMPLOYMENT

Email nlevlon@llanocounty.gov

HR Office

100 W. Sandstone, Suite 100B,
Llano, Texas 78643

JOB DESCRIPTION SUMMARY: **FOR QUESTIONS CONTACT: CECILIA MCCLINTOCK 325-247-4455**

The Land Records Deputy Clerk provides high quality public service. Duties include, but not limited to:

- Greets and directs all customers
- Receive, accept and record all instruments and all related duties involved in this process; certifies all documents
- Review and prepare instruments after recording process is complete to mail out.
- Issue and record marriage license, birth and death records; certify copies
- Reconciles collection of fees daily
- Assist customers/taxpayers

Other Duties and Responsibilities

- Answer the phone, directs calls, takes and relays messages and responds to inquiries from the general public
- Ability to function under pressure with accuracy
- Ability to manage multiple and changing priorities as may be necessary
- Other duties as assigned

Knowledge, Skills, Abilities and Requirements

- All deputies are required to be cross-trained; we are a small office so you must be able to work well together as a team
- Accuracy is extremely important; must pay attention to detail
- A courteous, professional style is important in customer service
- Knowledge of basic math and accounting principles
- High School diploma or GED
- A valid Texas Drivers' License

Working Conditions

- Office setting environment
- Noise level is low
- Must be able to lift up to (20) twenty pounds when lifting research books
- Sitting for long periods of time
- Extensive key entry and exposure to computer screen

Llano County is an Equal Opportunity Employer