



City of Round Rock Deputy City Clerk

SALARY	\$33.75 - \$42.20 Hourly \$70,200.00 - \$87,776.00 Annually	LOCATION	Round Rock, TX
JOB TYPE	Full-Time	JOB NUMBER	201801861
DEPARTMENT	Administration	OPENING DATE	02/26/2025
CLOSING DATE	3/12/2025 11:59 PM Central		

Description

Under general supervision, the Deputy City Clerk assists with all functions of the city clerk's office and assumes all responsibilities of the City Clerk in their absence.

Posted range is the starting salary. Pay rate offered is based on experience.

Examples of Duties

- Assists the City Clerk as needed with creating, printing and posting council and other board and commission agendas; sets up for council meetings; attends and records all information at council meetings; scans, indexes, and files council items, deeds, easements, and vacations; updates the city website and web calendar and other duties in the City Clerk's absence.
- Processes open records requests within the time-period mandated by the Texas Public Information Act and other state statutes by coordinating with the appropriate internal departments for records.
- Serves as the Records Management Officer for the City's record retention program.
- Assists City Clerk with presentations and internal training as necessary on processes of the City Clerk's office.
- Assists with the coordination of municipal elections, as needed, and ensures compliance with Texas Local Government Laws, Texas Election Code and other election rules; manages candidates' filing of required reports and other election documents in the City Clerk's absence.
- Assists with TABC applications in the City Clerk's absence.

- Assists Administration Department by sharing coverage of the administrative front desk, City Hall reception desk, and phones as needed.

Experience and Training

- Associate's degree in public administration, business administration or related field.
- Three (3) years of general clerical/administrative experience required. Minimum of one (1) year of experience in Records Management. Additional work experience may substitute for the education up to the maximum of two (2) years.
- Experience in City Clerk's office is preferred.

Certificates and Licenses Required

- Texas Municipal Clerk certification or ability to obtain within four (4) years after hire.
- Notary Public designation or ability to obtain within three (3) months after hire.

Employer

City of Round Rock

Address

231 E. Main Street
Suite 100
Round Rock, Texas, 78664

Phone

512-218-6641

Website

<http://www.roundrocktexas.gov>