

**HIDALGO COUNTY
ROAD & BRIDGE**

JOB TITLE: OFFICE CLERK
DEPARTMENT:

FLSA STATUS: NON-EXEMPT
CIVIL SERVICE STATUS: NON EXEMPT

SUMMARY

Performs light clerical duties, answers telephone scanning documents and files.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Occasionally answers telephones and directs phone calls to appropriate staff members, takes messages as required.
- Occasionally maintains daily activity log sheets.
- Performs light clerical work such as typing, filing, envelope stuffing, scanning documents and labeling files.
- Regular attendance is a must
- Ability to work well with others.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School diploma or General Education degree (GED) preferred;
- Should have experience in office clerical skills.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Drivers License;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to use office equipment, such as computer terminal, copier, calculator, fax machine, multi-extension telephone, and scanners.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Knowledge of Microsoft office, i.e. MS Word, Excel, Quick Books, Window Driver Application.

(Continuation)

- Employee may be assigned other duties in addition to those listed duties may change according to the changing needs of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all departments' safety regulations