



**NEW POSITION:** Brief job description and attach a copy of the new job description.

Will assist the Hidalgo Co. Fixed Assets Division/Purchasing Dept.  
Perform a variety of clerical duties to enhance the daily  
output of data needed to keep the flow of information  
moving accordingly.

**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

N/A

**COMMENTS:** (Any comments you wish to make regarding this request)

Will work and assist the Fixed Assets Division/Purchasing Dept.

**HUMAN RESOURCES:** Classification and Salary Recommendation

20,800.00

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

20,800.00

1. Martha L. Salazar <sup>P</sup> 6/3/08  
DEPARTMENT HEAD DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2. \_\_\_\_\_  
HUMAN RESOURCES DIRECTOR DATE

PERSONNEL PROCEDURES COMPLETED

YES  NO

3. \_\_\_\_\_  
DEPARTMENT OF BUDGET & MANAGEMENT DATE

BUDGET PROCEDURES COMPLETED

YES  NO

4. \_\_\_\_\_  
COMMISSIONERS COURT APPROVAL DATE

# Hidalgo County Purchasing Department

**Job Title: Data Clerk**

**Department: 160**

**Suggested Range: \$20,800.00 - \$24,000.00**

**FLSA – Non-Exempt**

**Civil Service Status: Non-Exempt**

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## **SUMMARY:**

Under the direction and supervision of the Hidalgo County Purchasing Agent, assists the Hidalgo County Fixed Asset Division/Purchasing Dept. perform a variety of clerical duties to enhance the daily output of information needed to keep the flow of information moving accordingly.

## **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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- At least two years of experience in general clerical work, including one year in a position that provided a working knowledge of purchasing operations or banking credit card system; or an equivalent combination of education and experience.

## **Education and experience equivalent to:**

- High school or equivalent.
- An associates degree from an accredited institution of higher learning or a minimum of 60 collage hours from an accredited institution of higher learning in Business Management, Finance, Accounting, Economics and work experience in inventory management and fixed assets control related field preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Employee must posses' proof of a current valid Texas motor vehicle operator's license.
- Must be able to be insured by the County's insurance carrier.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist County Fixed Asset Division/Purchasing Dept. by inputting data into spreadsheets and ELIO Inventory system.
- Type information for all forms needed to apply for vehicle titles and/or license plate replacements.
- Keep track of the statuses of vehicle license plates that have been requested.
- Set-up files for any and all properties (land and/or buildings) bought by the County.
- Keep files up to date with all pertinent information needed in the file (warranty deeds, copies of contracts, certificate of completion and any other legal documentation).
- Keep a log of all County offices that currently are leasing office space through out the County and verify with Buyers and/or Contract Managers when leases are at the point of expiration.
- Performs other job-related duties as assigned.
- Ability to work well with others.
- Regular attendance is a must.

### **OTHER SKILLS AND ABILITIES:**

- Must have computer skills and be able to operate Excel spreadsheets, Microsoft Word processor, and Access Database.
- Detail oriented.
- Must be able to follow instructions.

### **PHYSICAL DEMANDS:**

Physical requirements include lifting/carrying up to 25 pounds, visual acuity, speech and hearing hand and eye coordination and manual dexterity, necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, adding machine, typewriter and basic office equipment, vision to monitor, standing, sitting walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, driving, twisting, balancing, repetitive motion, client/customer contact, squatting to perform the essential functions.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.