

Hidalgo County District Attorney's Office Job Description



Job Title: Clerk Typist

Exempt: No
Salary Level:
Job Category: Clerical

Summary: This is a position that involves limited independent judgment. Duties include performing clerical work requiring application of various work methods and procedures, and familiarity with departmental functions, policies, and practices. Does not supervise any employees.

Essential Duties and Responsibilities:

Other duties may be assigned.

Make copies of forms

File forms and files

Shred files/documents

Fax documents

Minimal preparation of forms

Minimal answering of phone

Retrieve files from storage

File documents in the District Clerk's Office or County Clerk

May input information into the computer

May act as receptionist or telephone switchboard operator or as a backup for such a position

May conduct limited research of records for information on criminal or civil records

Merge and edit legal documents in the computer.

Contacts law enforcement agencies, victims and witnesses.

Pull court dockets

Performs tasks as assigned by Supervisor

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.

Computer knowledge:

Must have personal computer knowledge. Ability to learn new computer software. Must be familiar with MS Windows products. Must type between 35 - 45 words a minute.

Education and/or Experience:

High school diploma or general education degree (GED).

Language Skills:

Ability to read and interpret legal documents

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problem(s), collect data, establish facts, and draw valid conclusions.

Other Skills and Abilities:

Possess thorough knowledge of all major substantive law areas affecting program clients.

Possess thorough knowledge and understanding of legal terminology and procedures required by assigned duties.

Ability to get along well with people, assume responsibility and follow orders.

Ability to function at a high level under stressful conditions.

Ability to maintain confidentiality. Through knowledge of the “unauthorized practice of law”.

Ability to perform high level analysis of cases and relevant legal materials.

Ability to communicate with persons in the client community. Bilingual ability is highly desirable.

Knowledge and understanding of the legal problems and needs of the poor.

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 regularly required to sit; use hands and finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 lbs. 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 encounters 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 moderate.

Must have a clear criminal record and must submit to a drug test.