

HIDALGO COUNTY CONSTABLE

Job Title: Secretary **FLSA Status: Exempt**

Dept No: 291-295 **Civil Service Status: Exempt**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs direct secretarial support services for the Constable and all other Constable Deputies;
- Prepares purchasing forms, orders and keeps current inventory of all supplies;
- Establishes and maintains manual and/or computerized office files and records; will be responsible for sensitive and confidential files;
- Collects all service fees, issue official county receipts for all incoming money;
- Maintains and prepares weekly and monthly reports as required by the County Treasurer's and Auditor's Office;
- Types, proofreads Constable Returns and reports, memos and correspondence;
- May compose routine written reports, memos and correspondence;
- Uses personal computer and/or word processor, to prepare, develop and/or maintain forms, rosters, mailing lists, mailouts, Constable Returns, reports, letters, memos, manuals etc.;
- Schedule meetings, interviews, training sessions, etc., and maintain up-to-date calendar off all department events;
- May perform receptionist duties including greeting the public, answering the telephone, taking messages and providing information to the citizens and/or complainants; determine the nature of the visit and refer to proper Deputy Constable, Justice of the Peace, proper court or agency;
- Review incoming documents for assignments, make files and file in proper folder, make entry of all documentation issued in each case onto a daily log, make cover sheet and file;
- Collect all service fees; issue receipts for all income money. Make reports of all fines and/or fees collected by the Constable's Office;
- Make docket entries based on the status of a case;
- Open, log and distribute incoming mail and log out out-going mail;
- Keep and/or make copies of required documentation;
- Prepare correspondence at Constable, Chief Deputy's or Deputies request;
- Transfer files, when disposed of, to storage boxes. Return items to file or storage;
- Perform any other duties as may be assigned;
- 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 duties and responsibilities;

EDUCATION and/or EXPERIENCE

- High School Diploma or GED;
- Clerical experience or equivalent combination of education and experience which provides the required knowledge skills and abilities;
- Good typing and computer skills;
- Good communications skills;

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;
- May be required to be a Notary Public;
- May be required to be bondable;

OTHER SKILLS AND ABILITIES

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Good knowledge of Business English, spelling, punctuation and arithmetic, office practices equipment and materials;
- Ability to communicate effectively both orally and in writing in English and Spanish;
- Enter and recall warrants in County System;
- Recall warrants with proper agencies, such as DPS, Sheriff's Office, etc.;
- Make entries of disposed case on file, County System Docket and file in disposition box in correct order;
- Issue receipts for money collected by the Constable's Office;
- If a problem should occur with the County System he/she will call the County Computer Department or technical support as to how to be able to correct the matter in the computer;
- Ability to maintain effective working relationships with members of the judiciary, other county employees and the public;

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;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, 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;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition 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;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment 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;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations;