

**HIDALGO COUNTY  
ROAD & BRIDGE  
PAVED/UNPAVED**

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JOB TITLE: Office Coordinator

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122

CIVIL SERVICE STATUS: NON-EXEMPT

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**SUMMARY**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform oversight of clerical activities and coordinate all office activities.
- Assist office staff with any and all on-going projects.
- Serves and supervised under the direction of the Precinct Commissioner.
- Reviews correspondence and answers written inquires relating to the status of certain aspects of Precinct functions.
- Assist Colonias Projects staff with monitoring and coordination.
- Answers routine telephone inquiries concerning operation of the Precinct.
- Assist Commissioner and Department heads in a variety of administrative-detail matters.
- Assist Commissioner with the flow and status of Precinct Interlocal Agreements.
- Represent Commissioner at meetings or/and other functions.
- Performs other assignments as deemed necessary.
- Ability to work well with others.
- Regular attendance is a must.
- Researches and troubleshoots office related problems-facility maintenance and overall operation of the precinct.
- Ability to understand, follow and give oral and written instructions.

**QUALIFICATION REQUIREMENTS**

**EDUCATION and/or EXPERIENCE**

**CERTIFICATES, LICENSES, REGISTRATIONS**

**OTHER SKILLS AND ABILITIES**

**PHYSICAL DEMANDS**

**WORK ENVIRONMENT**

**SAFETY REQUIREMENTS**

**ACCIDENT PREVENTION PROGRAM**

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New

**HIDALGO COUNTY  
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JOB TITLE: Date Entry Clerk

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122

CIVIL SERVICE STATUS: NON EXEMPT

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**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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Checks, analyzes, and classifies or alphabetizes materials and office files, conducting limited research when necessary.
- Makes simple postings to various departmental work orders into Excel and other programming applications.
- Prepares reports involving tabulations or posted data and simple arithmetical calculations.
- Indexes records and information.
- May act as receptionist or telephone switchboard operator or as backup for such a position.
- May operate scanning equipment, adding machine, calculator, copier and/or other office machines.
- 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;
- At least six (6) months experience in clerical work.
- Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities to perform duties.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess a valid Texas Motor Vehicle Operator's License;
- Must have liability insurance.

## **OTHER SKILLS AND ABILITIES**

- Working knowledge of business English, spelling and arithmetic; office practices and procedures; departmental rules and regulations.
- Ability to understand and carry out oral and written instructions and to request clarification when needed.
- Ability to maintain established records and files.
- Ability to meet the public well and to deal effectively with their questions or problems, seeking assistance when needed.
- Ability to establish and maintain effective working relationships with co-workers, employees, and officials in other departments.
- Ability to communicate effectively orally and in writing.
- May be required to type accurately at a speed of at least 35wpm and/or operate a calculator by touch.
- 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 talk or hear. The employee is required to stand. 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, 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. 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.

## **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