

- Does not usually supervise other employees, however, duties may include supervision of clerical or secretarial staff in the department.
- May also be responsible for assigning work to other clerical or secretarial staff whenever necessary to complete department paperwork. In such instances, must be able to insure timely completion of paperwork by coordination with, and/or supervision of clerical or secretarial staff.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed 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. Successful applicant must be able to work hours which do not always coincide with a Monday through Friday, 8 am to 5 pm, workday.

EDUCATION and/or EXPERIENCE

- High school diploma or GED;
- Be computer literate, have knowledge in DOS, Microsoft Windows, and Word Processor Applications;
- Must have basic knowledge and understanding of PC trouble shooting;
- Have a working knowledge of database software applications;
- Able to analyze and prepare reports based on the data included in the offense data base systems;
- Able to create an pinpoint reports detailing certain criminal activity;
- Must be able to learn and operate the offense system, including routine maintenance and system backup;
- Must be able to verify data quality for UCR reporting.
- Bilingual is preferred.

CERTIFICATES, LICENSES & REGISTRATIONS

- Applicant must have a current valid Texas operator's driver's license;
- Must be able to be insured by the County's insurance carrier;
- Applicant must be certified in finger print comparison.

OTHER SKILL AND ABILITIES

- Ability to communicate effectively both orally and in writing;
- Ability to work with general public;
- Ability to speak clearly and concisely;
- Ability to handle several items at one time and work in a stressful situation;
- Ability to keep accurate records;
- Good knowledge of business English, spelling and punctuation;
- Ability to establish and maintain effective working relationships with other county employees and the general public;
- May serve as a Notary Public;

- Ability to read and write in the English language;
- Ability to speak in the English and Spanish language is preferred
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to speak effectively with citizens and employees of organizations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

DISQUALIFICATIONS FOR CONSIDERATION OF EMPLOYMENT TO POSITION

- Currently on probation or serving a sentence for any criminal offense;
- Charges pending for any criminal offense or a warrant is outstanding;
- If prior military service, dishonorable discharge;
- Prior felony convictions;
- Convicted of the offense of Driving While Intoxicated or Driving under the Influence of drugs within twenty-four (24) months from the date of the application.

INFORMATION AND DOCUMENTS TO BE SUBMITTED TO HIDALGO COUNTY HUMAN RESOURCES DEPARTMENT

- Application of employment;
- Copy of High School diploma or GED certificate;
- College transcript, if applicable;
- Military Service Discharge Certificate (DD214), if applicable;
- Copy of current Texas Motor Vehicle Operator's license;
- Any other background information and documentation the applicant desires to present.

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 sit; use hands to finger, handle or feel objects, tools or controls; and talk and hear. The employee is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, and climb or balance. The employee must be capable of prolonged sitting (up to 8 hours) and extensive typing. Occasionally, lunch and work breaks may be limited.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

While performing the duties of this job, the employee regularly works in various types of outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; with explosives; and is occasionally exposed to fumes or airborne particles, and toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate to 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
- 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.