

CLERK I

GRADE: 01

GENERAL DESCRIPTION

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Reviews completed forms for signatures and proper entries

Provides information to the public by mail or telephone

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

Assembles, organizes, and tabulates data; may perform data entry and retrieval

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Six (6) months of experience with clerical operations; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

Registration, Certification, or Licensure

May require a valid driver's license

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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 encounter while performing the essential functions of this job.

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:

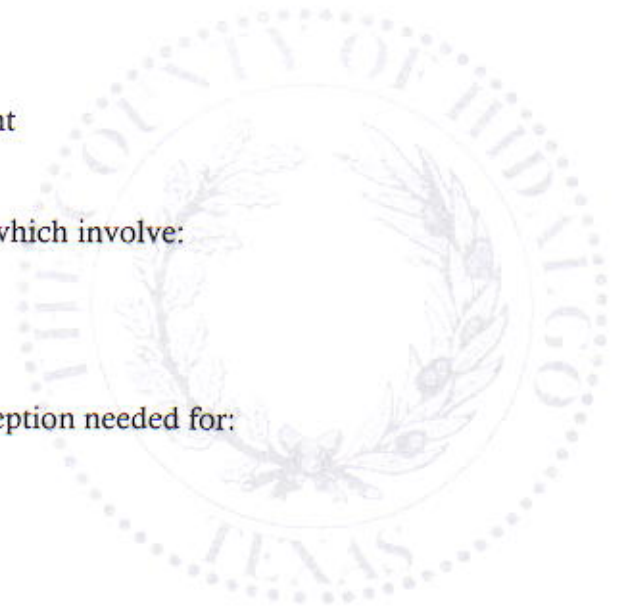
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



**HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE**

AI - 21225

1100-413-00-125-002-0

PUBLIC AFFAIRS DIVISION

SLOT	OBJ	POSITION TITLE	GRADE	2010 BUDGETED SALARY	Other Allowances				2010 ACTUAL TOTAL COMP
					Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	
0001	113	OPERATIONS ADMINISTRATOR	16	\$68,137.00	0.00	0.00	0.00	0.00	\$68,137.00
0002	113	MULTI MEDIA COORDINATOR	16	\$60,949.00	0.00	0.00	0.00	0.00	\$60,949.00
0003	113	PUBLIC INFORMATION OFFICER	12	\$43,680.00	0.00	0.00	0.00	0.00	\$43,680.00
0004	113	CLERK I	1	\$18,564.00	0.00	0.00	0.00	0.00	\$18,564.00
				\$191,330.00	0.00	0.00	0.00	0.00	\$191,330.00

Hidalgo County
Department of Budget & Management
FISCAL NOTE

*Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: 21225

To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Date: Tuesday, May 18, 2010

Summary of request/proposal:

Public Affairs Division:

Approval to transfer the following positions and employees from the IT Dept. to the Public Affairs Division:

INFORMATION TECHNOLOGY

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	OPERATIONS ADMINISTRATOR	0028	113	16	5	68,137.00	0.00	(68,137.00)
1100	MULTI MEDIA COORDINATOR	0004	113	16	2	60,949.00	0.00	(60,949.00)
TOTAL:						129,086.00	0.00	(129,086.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1100-415-00-200-001-0-113	INFORMATION TECHNOLOGY - REG F/T EMPLOYEES	(\$81,111.51)
1100-415-00-200-001-0-211	INFORMATION TECHNOLOGY - HEALTH INSURANCE	(\$3,401.86)
1100-415-00-200-001-0-212	INFORMATION TECHNOLOGY - LIFE INSURANCE	(\$33.94)
1100-415-00-200-001-0-220	INFORMATION TECHNOLOGY - FICA	(\$6,205.03)
1100-415-00-200-001-0-230	INFORMATION TECHNOLOGY - RETIREMENT	(\$7,721.82)
1100-415-00-200-001-0-250	INFORMATION TECHNOLOGY - UNEMPLOYMENT COMP	(\$405.56)
1100-415-00-200-001-0-260	INFORMATION TECHNOLOGY - WORKER'S COMP	
2010 Budgetary Impact		(\$98,879.72)

2011 Budgetary Impact: (\$157,947.62)

Possible Funding Sources: NO BUDGETARY IMPACT

PUBLIC AFFAIRS DIVISION

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	OPERATIONS ADMINISTRATOR	0001	113	16	5	0.00	68,137.00	68,137.00
1100	MULTI MEDIA COORDINATOR	0002	113	16	2	0.00	60,949.00	60,949.00
TOTAL:						0.00	129,086.00	129,086.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-413-00-125-002-0-113	PUBLIC AFFAIRS DIVISION - REG F/T EMPLOYEES	\$81,111.51
0-1100-413-00-125-002-0-211	PUBLIC AFFAIRS DIVISION - HEALTH INSURANCE	\$3,401.86
0-1100-413-00-125-002-0-212	PUBLIC AFFAIRS DIVISION - LIFE INSURANCE	\$33.94
0-1100-413-00-125-002-0-220	PUBLIC AFFAIRS DIVISION - FICA	\$6,205.03
0-1100-413-00-125-002-0-230	PUBLIC AFFAIRS DIVISION - RETIREMENT	\$7,721.82
0-1100-413-00-125-002-0-250	PUBLIC AFFAIRS DIVISION - UNEMPLOYMENT COMP	\$405.56
0-1100-413-00-125-002-0-260	PUBLIC AFFAIRS DIVISION - WORKER'S COMP	
2010 Budgetary Impact		\$98,879.72

2011 Budgetary Impact: \$157,947.62

Possible Funding Sources: INFORMATION TECHNOLOGY FUNDS

Budget Office Recommendation:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

*Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: 21225

To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Date: Tuesday, May 18, 2010

Summary of request/proposal:

Public Affairs Division:

Approval to transfer the following positions and employees from the Department of Budget & Management to the Public Affairs Division:

BUDGET & MANAGEMENT

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	Public Information Officer	0008	113	12	1	43,680.00	0.00	(43,680.00)
TOTAL:						43,680.00	0.00	(43,680.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1100-415-14-115-001-0-113	BUDGET & MANAGEMENT- REG F/T EMPLOYEES	(\$27,446.44)
1100-415-14-115-001-0-211	BUDGET & MANAGEMENT- HEALTH INSURANCE	(\$1,700.93)
1100-415-14-115-001-0-212	BUDGET & MANAGEMENT- LIFE INSURANCE	(\$16.97)
1100-415-14-115-001-0-220	BUDGET & MANAGEMENT- FICA	(\$2,099.65)
1100-415-14-115-001-0-230	BUDGET & MANAGEMENT- RETIREMENT	(\$2,612.90)
1100-415-14-115-001-0-250	BUDGET & MANAGEMENT- UNEMPLOYMENT COMP	(\$137.23)
1100-415-14-115-001-0-260	BUDGET & MANAGEMENT- WORKER'S COMP	
2010 Budgetary Impact		(\$34,014.12)

2011 Budgetary Impact: (\$54,329.90)

Possible Funding Sources: NO BUDGETARY IMPACT

PUBLIC AFFAIRS DIVISION

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	Public Information Officer	0003	113	12	1	0.00	43,680.00	43,680.00
TOTAL:						0.00	43,680.00	43,680.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-413-00-125-002-0-113	PUBLIC AFFAIRS DIVISION - REG F/T EMPLOYEES	\$27,446.44
0-1100-413-00-125-002-0-211	PUBLIC AFFAIRS DIVISION - HEALTH INSURANCE	\$1,700.93
0-1100-413-00-125-002-0-212	PUBLIC AFFAIRS DIVISION - LIFE INSURANCE	\$16.97
0-1100-413-00-125-002-0-220	PUBLIC AFFAIRS DIVISION - FICA	\$2,099.65
0-1100-413-00-125-002-0-230	PUBLIC AFFAIRS DIVISION - RETIREMENT	\$2,612.90
0-1100-413-00-125-002-0-250	PUBLIC AFFAIRS DIVISION - UNEMPLOYMENT COMP	\$137.23
0-1100-413-00-125-002-0-260	PUBLIC AFFAIRS DIVISION - WORKER'S COMP	
2010 Budgetary Impact		\$34,014.12

2011 Budgetary Impact: \$54,329.90

Possible Funding Sources: BUDGET & MANAGEMENT FUNDS

Budget Office Recommendation:

DATE: May 17, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010

Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Public Affairs Division

ACCOUNT NUMBER: 0-1100-41X-XX-1X5-002-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
0-1100-415-00-115-002-0- 899	CO WIDE ADM - CONTINGENCY	(15,443.79)
TO		
0-1100-413-00-125-002-0- 113	PUBLIC AFFAIRS - REG F/T EMPLOYEES	11,664.74
0-1100-413-00-125-002-0- 211	PUBLIC AFFAIRS - HEALTH INSURANCE	1,700.93
0-1100-413-00-125-002-0- 212	PUBLIC AFFAIRS - LIFE INSURANCE	16.97
0-1100-413-00-125-002-0- 220	PUBLIC AFFAIRS - FICA	892.35
0-1100-413-00-125-002-0- 230	PUBLIC AFFAIRS - RETIREMENT	1,110.48
0-1100-413-00-125-002-0- 250	PUBLIC AFFAIRS - UNEMPLOYMENT COMP.	58.32
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

Interdepartmental transfer to fund salary and related fringe benefit expenditures for one (1) regular full-time Clerk I position, slot no. 0004 under the Public Affairs Division.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

DATE: May 17, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Public Affairs Division

ACCOUNT NUMBER: 0-1100-41X-XX-1X5-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

SUBJECT: Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.

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INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
0-1100-415-14-115-001-0- 113	BUDGET & MANAGEMENT - REG F/T EMPLOYEES	(27,446.44)
0-1100-415-14-115-001-0- 211	BUDGET & MANAGEMENT - HEALTH INSURANCE	(1,700.93)
0-1100-415-14-115-001-0- 212	BUDGET & MANAGEMENT - LIFE INSURANCE	(16.97)
0-1100-415-14-115-001-0- 220	BUDGET & MANAGEMENT - FICA	(2,099.65)
0-1100-415-14-115-001-0- 230	BUDGET & MANAGEMENT - RETIREMENT	(2,612.90)
0-1100-415-14-115-001-0- 250	BUDGET & MANAGEMENT - UNEMPLOYMENT COMP.	(137.23)
TO		
0-1100-413-00-125-002-0- 113	PUBLIC AFFAIRS - REG F/T EMPLOYEES	27,446.44
0-1100-413-00-125-002-0- 211	PUBLIC AFFAIRS - HEALTH INSURANCE	1,700.93
0-1100-413-00-125-002-0- 212	PUBLIC AFFAIRS - LIFE INSURANCE	16.97
0-1100-413-00-125-002-0- 220	PUBLIC AFFAIRS - FICA	2,099.65
0-1100-413-00-125-002-0- 230	PUBLIC AFFAIRS - RETIREMENT	2,612.90
0-1100-413-00-125-002-0- 250	PUBLIC AFFAIRS - UNEMPLOYMENT COMP.	137.23
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

Interdepartmental transfer to fund salary and related fringe benefit expenditures for positions transferring from Budget & Management to the Public Affairs Division.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

DATE: May 17, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Public Affairs Division

ACCOUNT NUMBER: 0-1100-41X-00-XXX-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

SUBJECT: Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
0-1100-415-00-200-001-0- 113	INFORMATION TECHNOLOGY - REG F/T EMPLOYEES	(81,111.51)
0-1100-415-00-200-001-0- 211	INFORMATION TECHNOLOGY - HEALTH INSURANCE	(3,401.86)
0-1100-415-00-200-001-0- 212	INFORMATION TECHNOLOGY - LIFE INSURANCE	(33.94)
0-1100-415-00-200-001-0- 220	INFORMATION TECHNOLOGY - FICA	(6,205.03)
0-1100-415-00-200-001-0- 230	INFORMATION TECHNOLOGY - RETIREMENT	(7,721.82)
0-1100-415-00-200-001-0- 250	INFORMATION TECHNOLOGY - UNEMPLOYMENT COMP.	(405.56)
TO		
0-1100-413-00-125-002-0- 113	PUBLIC AFFAIRS - REG F/T EMPLOYEES	81,111.51
0-1100-413-00-125-002-0- 211	PUBLIC AFFAIRS - HEALTH INSURANCE	3,401.86
0-1100-413-00-125-002-0- 212	PUBLIC AFFAIRS - LIFE INSURANCE	33.94
0-1100-413-00-125-002-0- 220	PUBLIC AFFAIRS - FICA	6,205.03
0-1100-413-00-125-002-0- 230	PUBLIC AFFAIRS - RETIREMENT	7,721.82
0-1100-413-00-125-002-0- 250	PUBLIC AFFAIRS - UNEMPLOYMENT COMP.	405.56
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

Interdepartmental transfer to fund salary and related fringe benefit expenditures for positions transferring from Information Technology to the Public Affairs Division.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK