

ACCOUNTANT II

GRADE: 10

GENERAL DESCRIPTION

Employee performs routine accounting work. Work involves maintaining, preparing, posting, and balancing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, budgeting, or bond servicing. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

Prepares financial statements with schedules and exhibits

Prepares special reports on payroll, estimates, cost data, and budget items

Prepares and posts various vouchers and audits them for accuracy

Audits accounting or control records for accuracy and conformance to established standards and procedures.

Researches reconciliation discrepancies and reports findings

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

Provides technical assistance to staff in handling accounting transactions

May serve as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems

May work with state and federal grants

May monitor clerical work in progress and audit completed work for accuracy

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years experience in governmental or commercial accounting; Graduation from an accredited four year college or university with a Bachelors in Business Administration preferably in Accounting or Finance, with 9 hours in accounting.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems

Ability to supervise the work of others; to interpret and apply accounting theory; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data, and to train others

Knowledge in MS Word, Excel and 10-key calculator

Knowledge in Uniform Grants Management Standards (UGMS) preferably

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

DEPUTY CLERK I

GRADE: 05

GENERAL DESCRIPTION

Performs entry-level appellate work; Work involves maintaining records and filing, tracking, and managing cases filed in an appellate court; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Receives, files, and processes cases on appeal from lower courts and original proceedings

Sends court notices to appropriate parties

Certifies records for use in other courts

Maintains files

Assists in answering telephone inquiries

Assists in maintaining dockets or calendar systems for tracking and managing cases

Assists in processing appeals

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Zero to six (0-6) months of experience in clerical work. 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 legal terms and concepts

Skill in the operation of office equipment

Ability to maintain files and records and to communicate effectively

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
- standing 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
2011 SALARY SCHEDULE**

1-1100-415-15-140-001-0

TAX OFFICE

AI - 24558

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011		Other Allowances				2011 ACTUAL TOTAL COMPENSATION	
					GRADE & STEP SALARY	APPROVED BUDGETED SALARY	Longevity 115	Interpret. 116	Supplem. 117	Auto A. 118		Clothing 119
0052	113	DEPUTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0053	113	DEPUTY CLERK II	7	3	\$31,320.00	\$31,320.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0054	113	DEPUTY CLERK I	5	2	\$26,140.00	\$26,140.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0055	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0056	113	DEPUTY CLERK I	5	2	\$26,140.00	\$26,140.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0057	113	DEPUTY CLERK I	5	2	\$26,140.00	\$26,140.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0058	113	DEPUTY CLERK I	5	2	\$26,140.00	\$26,140.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0059	113	DEPUTY CLERK I	5	2	\$26,140.00	\$26,140.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0060	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0061	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0062	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0063	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0064	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0065	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0066	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0067	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0068	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0069	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0070	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0071	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0072	113	INVENTORY SPECIALIST I	4	3	\$25,021.00	\$25,021.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	\$0.00
0073	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0074	113	DEPUTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0075	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0076	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-415-15-140-001-0

TAX OFFICE

AI - 24558

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpret. 116	Supplern. 117	Auto A. 118		Clothing 119
0077	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0078	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0079	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0080	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0081	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0082	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0083	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0084	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0085	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0086	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0087	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0088	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0089	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0090	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0091	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0092	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0093	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0094	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0095	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0096	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0098	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0099	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0100	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0102	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0103	113	DEPUTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$0.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-415-15-140-001-0

TAX OFFICE

AI - 24558

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011		Other Allowances					2011 ACTUAL TOTAL COMPENSATION	
					GRADE & STEP SALARY	APPROVED BUDGETED SALARY	ACTUAL SALARY	Longevity 115	Incentive 116	Supplement 117	Auto A 118		Clothing 119
0129	113	DEPUTY CLERK I	5	1	\$23,256.00	\$23,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0130	113	DEPUTY CLERK I	5	1	\$23,256.00	\$23,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CREATE THE FOLLOWING:													
0131	113	ACCOUNTANT II	10	0	35,254.00-50,099.00	35,254.00-50,099.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0132	113	DEPUTY CLERK I	5	0	23,993.00-34,096.00	23,993.00-34,096.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0133	113	DEPUTY CLERK I	5	0	23,993.00-34,096.00	23,993.00-34,096.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$3,719,438.00	\$3,938,199.00	\$0.00	\$57,080.00	\$0.00	\$0.00	\$43,765.00	\$1,000.00	\$0.00

Approval to create the above full-time positions, effective 01/01/2011
Personnel actions pending CC approval.

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.

To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Date: Thursday, December 30, 2010

Agenda Item: 24558

Summary of request/proposal:

Tax Office (1100):

Approval to create the following full-time positions, effective 01/01/2011:

Fund	Position	Slot#	Obj	Current Grade & Step Salary	Proposed Grade & Step Salary (PROBATIONARY PERIOD)	Total Requested
1100	ACCOUNTANT II	0131	113	0.00	35,254.00 (Grade 10, Step 0)	35,254.00 (Grade 10, Step 0)
1100	DEPUTY CLERK I	0132	113	0.00	23,993.00 (Grade 5, Step 0)	23,993.00 (Grade 5, Step 0)
1100	DEPUTY CLERK I	0133	113	0.00	23,993.00 (Grade 5, Step 0)	23,993.00 (Grade 5, Step 0)
				0.00	83,240.00	83,240.00

* As per the Classification & Compensation Pay Plan policy - New Hire Section (See page 7), all newly hired employees must begin employment at the Probationary Step O salary level.

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-415-15-140-001-0-	113	TAX OFFICE - REG F/T EMPLOYEES	\$83,240.00
1-1100-415-15-140-001-0-	211	TAX OFFICE - HEALTH INSURANCE	\$10,800.00
1-1100-415-15-140-001-0-	212	TAX OFFICE - LIFE INSURANCE	\$81.00
1-1100-415-15-140-001-0-	220	TAX OFFICE - FICA	\$6,367.86
1-1100-415-15-140-001-0-	230	TAX OFFICE - RETIREMENT	\$7,991.04
1-1100-415-15-140-001-0-	250	TAX OFFICE - UNEMPLOYMENT COMP	\$416.20
1-1100-415-15-140-001-0-	260	TAX OFFICE - WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$108,896.10

2012 Budgetary Impact: \$108,896.10

Possible Funding Sources: CO. WIDE ADM.- CONTINGENCY

Budget Office Recommendation:

Office of Tax Assessor-Collector
COUNTY of HIDALGO



Armando Barrera Jr., RTA
Assessor and Collector

P.O. Box 178
Edinburg, Texas 78540-0178
(956) 318-2157 • Fax (956) 318-2733

December 14, 2010

Mr. Raul Silguero
Chief Administrator
Budget Office
2818 So. Bus. Highway 281
Edinburg, Texas 78539

Re: Re-Instated Positions

Dear Mr. Silguero:

On December 13, 2010 Commissioners Court approved the re-instatement of the following positions to our department in order to re-open the Alamo Sub-station.

Please amend our budget to reflect the following:

Slot # 16 131	\$41,384.00
Slot # 97 132	\$25,236.00
Slot # 101 133	\$25,236.00
Plus Fringe Benefits 20% - \$18,371.20	
TOTAL	\$110,227.20

Should you have any questions, feel free to contact our office.

Very truly yours,

Armando Barrera, Jr., RTA
Tax Assessor Collector

ABJ: yv



NOV 30 14 PM 3 31
BUDGET OFFICE
HIDALGO COUNTY

W
12/14/10