

HIDALGO COUNTY PRECINCT #2

Job Title: Office Clerk

FLSA: Non-Exempt

Dept No:

Civil Service: Non-Exempt

SUMMARY:

Answers telephone, performs light clerical duties, greets and routes walk-ins.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Answers telephones and directs phone calls to appropriate staff member; takes messages as required.
- Greets visitors and directs them to proper location.
- Maintains daily activity log.
- Performs light clerical work such as typing, filing and envelope stuffing.
- May be required to attend meetings from time to time and work extra work hours as deemed necessary.
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock.
- Regular attendance is a must; **must be willing to work a 10-hour shift (hours may vary).**
- 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.
- Should have experience as a receptionist, strong telephone skills and log-keeping.

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.

OTHER SKILLS and ABILITIES:

- Must be able to work extended hours during emergency circumstances; related to weather conditions.
- Ability to use office equipment, such as computer terminal, copier, calculator, fax machine and multi-extension telephone.
- Bilingual (Spanish and English) with the ability to converse in both languages, preferred.
- Knowledge of personal computer and software.
- May be required to utilize personal automobile on office related business.
- 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.

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.

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: Sergio Cruz, Budget Officer
 CC Date: Tuesday, August 30, 2011

Agenda Item: 28281

Summary of request/proposal:

PCT. 2 ADMINISTRATION (1200):

Approval to change one (1) Office Clerk position, slot no. 0012 from regular part-time status to regular full-time work status, budgeted salary \$18,564.00, effective next full pay period.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	OFFICE CLERK	0012	113	0.00	18,564.00	18,564.00
				0.00	18,564.00	18,564.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-122-005-0- 113	PCT 2 ADMIN - REG F/T EMPLOYEES	\$5,712.00
1-1200-431-00-122-005-0- 211	PCT 2 ADMIN - HEALTH INSURANCE	\$0.00
1-1200-431-00-122-005-0- 212	PCT 2 ADMIN - LIFE INSURANCE	\$0.00
1-1200-431-00-122-005-0- 220	PCT 2 ADMIN - FICA	\$436.97
1-1200-431-00-122-005-0- 230	PCT 2 ADMIN - RETIREMENT	\$548.35
1-1200-431-00-122-005-0- 250	PCT 2 ADMIN - UNEMPLOYMENT COMP	\$28.56
1-1200-431-00-122-005-0- 260	PCT 2 ADMIN - WORKER'S COMP	\$0.00
	2011 Budgetary Impact	\$6,725.88

2012 Budgetary Impact: \$25,486.11

Possible Funding Sources: **FUNDS AVAILABLE IN LAPSED SALARIES FROM VARIOUS VACANT POSITIONS**

Comments:

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-122-005-0

AI - 28281

PCT. 2 ADMINISTRATION

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	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	CHIEF ADMIN				\$69,337.00	\$69,337.00	\$394.54	\$0.00	\$0.00	\$5,000.00	\$0.00	\$74,731.54
0002	113	EXECUTIVE ASSISTANT IV	0	0	\$0.00	\$68,687.00	\$68,687.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,007.00
0003	113	SPECIAL PROJECTS/ PROGRAM MANAGER	0	0	\$0.00	\$51,870.00	\$51,870.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,870.00
0004	113	RECEARCH & DEVELOPMENT DIRECTOR	0	0	\$0.00	\$49,039.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0005	113	EXECUTIVE ASSISTANT				\$45,585.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0006	113	H.R. COORDINATOR	0	0	\$0.00	\$43,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0008	113	ADMINISTRATIVE ASSISTANT II	0	0	\$0.00	\$39,900.00	\$39,900.00	\$1,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,980.00
0009	113	DATA ENTRY CLERK II	0	0	\$0.00	\$29,233.00	\$25,443.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,443.00
0010	113	CLERK/ RECEPTIONIST	0	0	\$0.00	\$28,894.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,000.00
0011	113	OFFICE CLERK	0	0	\$0.00	\$28,894.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
	113					\$18,564.00							
0012	444	OFFICE CLERK	0	0	\$0.00	\$10,221.00	\$9,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,360.00
0013	113	ACCOUNTANT III	0	0	\$0.00	\$43,284.00	\$43,284.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,284.00
					\$0.00	\$527,188.00	\$350,445.00	\$2,794.54	\$0.00	\$0.00	\$5,000.00	\$0.00	\$358,239.54

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