

FINANCIAL DATA SPECIALIST II

GRADE: 11

GENERAL DESCRIPTION

Performs moderately complex accounting work. Work involves cash management and investment functions related to electronic payments and receipts, interest allocation and property tax distribution, and to ensure that all debt services are made in a timely manner. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists management in establishing investment policies and objectives and investment transaction decisions

Monitors compliance with bond covenants and debt impact analysis

Performs daily cash management analysis; determine cash available for investment and operational needs; plans for large cash disbursements and prepares reports

Assists with investment portfolio, liquidity management, investment accounting, and compliance with arbitrage regulations

Assists in the purchase and sell of securities within established investment policy guidelines; Monitor investments and portfolio performance; Maintain accounting records related to investment activities; Maintain ongoing business relationships with investment brokers; Prepare investment reports

Writes/drafts routine correspondence

Responsible for responding to inquiries and/or requests for data and/or reports

Maintains all records accurately

Generates financial reports as needed

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Four (4) years of experience in financial data analysis with at least one (1) year experience in government accounting. Experience in government investment preferred. Graduation from an accredited four-year college or university with major course work in accounting,

finance, business or public administration, or related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Extensive knowledge of computer applications such as Microsoft Word, Excel and PowerPoint

Knowledge of financial analysis and examination procedures for regulated entities, financial and industry terminology and practices, and statistical analysis processes

Skill in identifying and resolving problems or situations requiring the understanding of investment principles and the exercise of good judgment

Able to type sixty (60) words per minute and use (10) key calculator by touch while maintaining accuracy

Must be able to meet deadlines and work quickly and accurately under pressure

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:

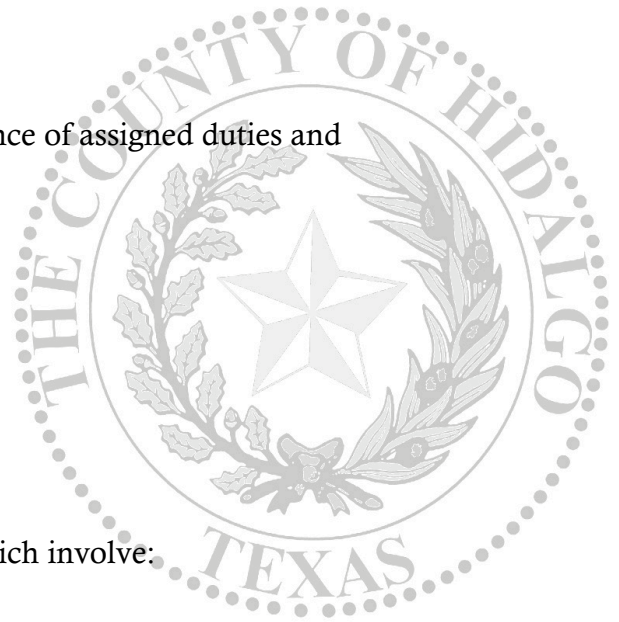
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



OUTREACH SPECIALIST I

GRADE: 04

GENERAL DESCRIPTION

Assists with clerical and referral duties for immunization outreach teams.

EXAMPLES OF WORK PERFORMED

Assists with immunization events, set up and take down

Enters immunization data into registry

Assists with transport of supplies to immunization events

Collects money for immunizations and tally deposits

Provides referrals to clients

Registers clients for immunization services

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School diploma required. Minimum of one to three (1-3) years experience working as a medical assistant preferred. Excess related work experience may substitute for a maximum of one (1) year of education.

Knowledge, Skills, and Abilities

Must have the ability to read, write and comprehend English language; Spanish speaking preferred

Knowledge of HIV/AIDS and communicable disease preferred

Must have a valid Texas Driver's License

PHYSICAL DEMANDS:

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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:

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REGISTERED NURSE III

GRADE: 14

GENERAL DESCRIPTION

Performs complex (journey-level) nursing work; Work involves providing for the assessment, care, and treatment of patients; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Administers medication, immunizations, and treatment and observes patients for unusual symptoms and reactions

Conducts physical, developmental, and psychosocial assessments to determine eligibility for health services

Makes hospital rounds or home visits

Implements and monitors case management service plans

Provides specialized nursing services for individuals, families, groups, and communities

Develops individualized service plans

Prepares and maintains patient records and program reports

Plans and conducts community outreach and disease surveillance activities

Assists in developing health education strategies and resources for clients and/or direct care staff

Assists in developing in-service training and educational programs

May participate in quality assurance reviews

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in nursing work; Graduate from an accredited four-year college or university with major course work in nursing or from an accredited nursing program is

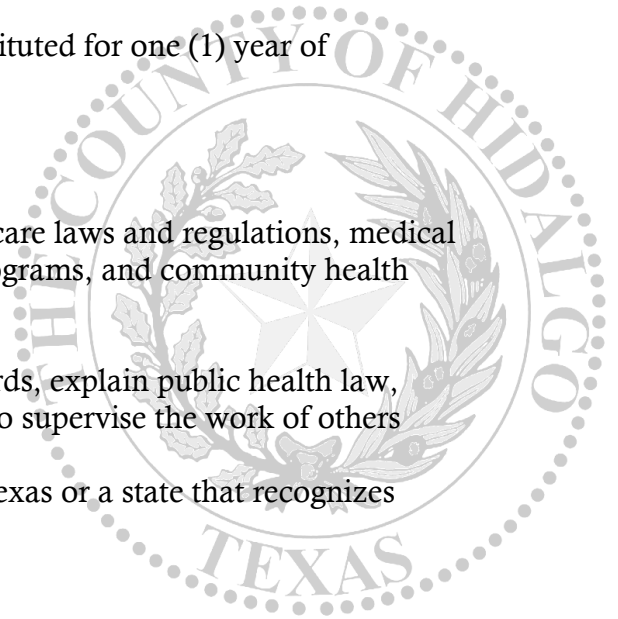
generally preferred; Two (2) years experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnoses and procedures, accepted medical treatment programs, and community health and nursing care principles, practices, and procedures

Ability to provide patient care, prepare and maintain records, explain public health law, recognize patterns of medically necessary treatment, and to supervise the work of others

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact



CLINIC AIDE II

GRADE: 03

GENERAL DESCRIPTION

Performs routine to moderate (journey-level) lab work, plotting, dietary recalls, nutrition education, issuing appointments and other clerical duties; Works under Nutritionist or LVN supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs nursing functions as appropriate

Takes and records patients' data on appropriate forms and health records

Pulls and files patients' information

Issues food cards and appointments

Performs Income screening

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Assist in nutrition education and dietary counseling services

Assist in the development of nutrition education programs

Refers individuals to other agencies or institutions for nutrition and dietary services as appropriate

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years experience in Public Health. Graduation from a high school or equivalent is generally preferred. Graduate from a Vocational school with a certificate of Medical Assistant, Nurse's Aide or related field preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the principles of patient care

Skill in the use of equipment used in patient care

Interviewing skills

Ability to communicate effectively

Registration, Certification, or Licensure

Certification of Medical Assistant, Nurse's Aide or related field

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:

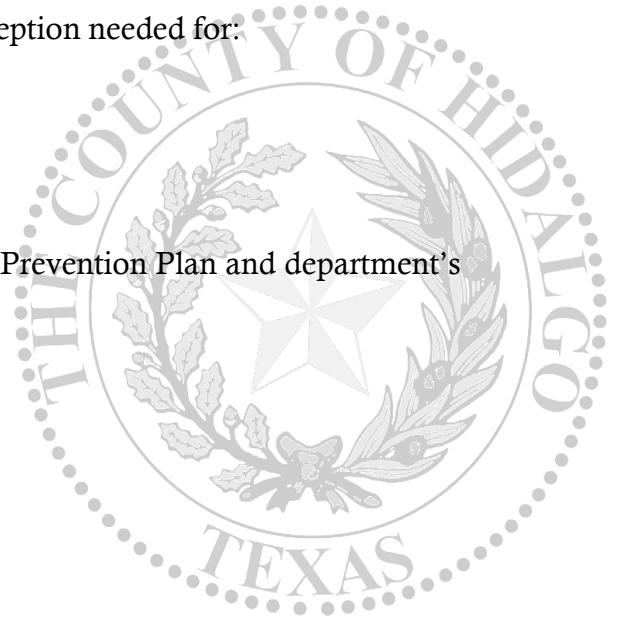
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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:

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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:

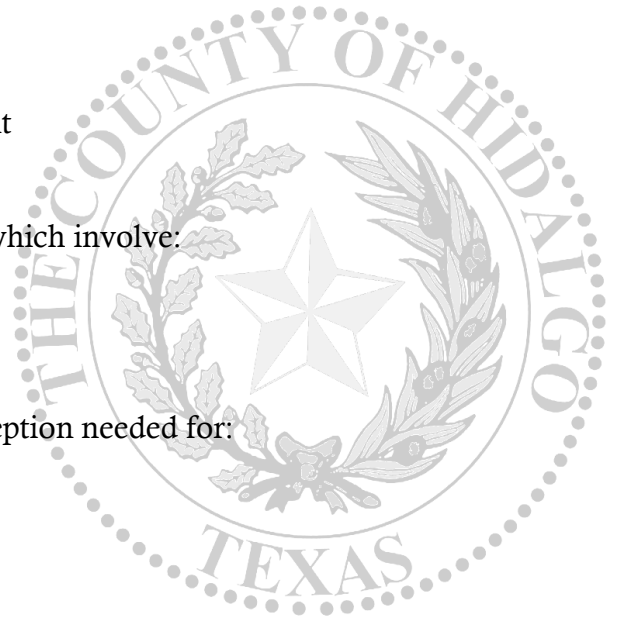
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

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- working in a multi-task environment

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ASSISTANT PURCHASING AGENT

GRADE: 17

GENERAL DESCRIPTION

Employee performs purchasing work. Work involves assisting the purchasing agent of the county in managing the requirements for supplies, services, materials and equipment from point of requisition to authorized payment; will assist in disposal of surplus County property in strict accordance with the state law.

EXAMPLES OF WORK PERFORMED

Assumes more of day-to-day operations of the Purchasing Department

Assists to prepare budget, approve time and perform job evaluations

Coordinates with elected officials, department heads and vendor management on new services, delivery problems, payments or emergency situations

Analyzes, evaluates, and prepares recommendations for Commissioners Court approval of bids, RFPs and contract renewals considering price, quality, quantity, delivery, reliability and law

Maintains all titles and related inventories of County vehicles and heavy equipment

Prioritizes and assigns projects, requisitions and/or bid requests to Contracts Administrators, Senior Buyers, Buyers, Bid Secretaries, Cooperative Purchasing Coordinator, or Fixed Asset Coordinator

Assumes the duties and responsibilities of the Purchasing Agent in his or her absence

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years related progressive experience in purchasing; Graduation from an accredited four-year college or university with major course work in Business Administration; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of purchasing practices and techniques

Knowledge of accounting and budget process as it relates to purchasing transactions

Knowledge of specification development and writing

Knowledge of basic mathematics

Knowledge of office and administrative practices related to purchasing

Knowledge of billing procedures

Skill in resolving contractual obligation

Skill in cost/price analyses

Skill in effective oral and written communication

Registration Certification or Licensure

Attainment of Certified Purchasing Manager (CPM) designation required within six (6) months of employment.

PHYSICAL DEMANDS:

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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

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- making observations
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- communication with others
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DEPUTY CLERK I

GRADE: 01

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

TECHNICIAN III

GRADE: 08

GENERAL DESCRIPTION

Provide mid-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

EXAMPLES OF WORK PERFORMED

Provides mid-level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; Task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges

Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Associate Degree in Computer related field. Two (2) years of related experience. Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures preferred.

Knowledge, Skills, and Abilities

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

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:

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