

CLERK

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:

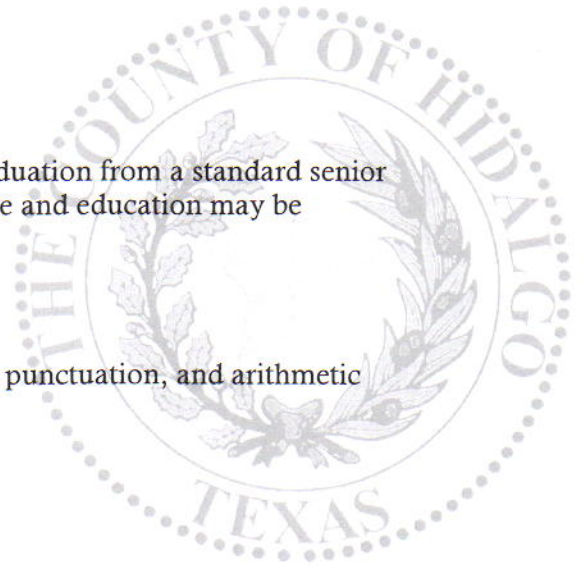
The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

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:

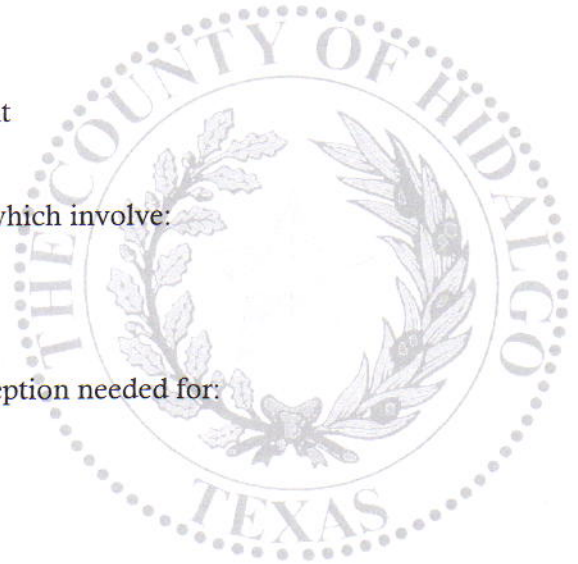
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



ADMINISTRATIVE ASSISTANT III

GENERAL DESCRIPTION

Employee performs complex administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Prepares, interprets, and disseminates information concerning agency programs and procedures
- Prepares, edits, and distributes correspondence, reports, studies, forms, and documents
- Participates in the planning and execution of an agency program
- Develops, coordinates, and maintains record keeping and filing systems
- Responds to inquiries regarding rules, regulations, policies, and procedures
- Coordinates meetings, conferences, and seminars
- Assists in the development of administrative or technical assistance policies and procedures
- May coordinate work between organizational units of the agency
- May assist in compiling and analyzing data, making calculations, and preparing reports
- May assist in the preparation of presentations for administrative hearings
- May research, compose, design, or edit agency publications such as brochures, forms, and manuals
- May develop training materials
- May train others
- May supervise the work of others
- Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of experience in administrative support work. Graduation from a junior college with an Associate's degree in administrative support preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively, to train others; and to supervise the work of others

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:

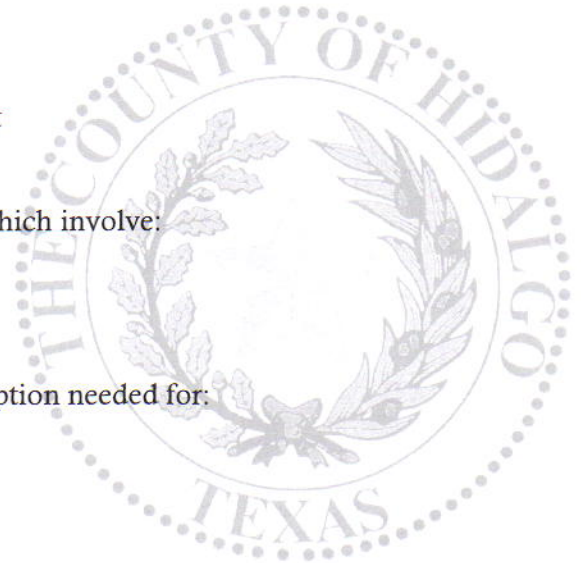
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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
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: Sunday, January 01, 2012

Agenda Item: 30347

Summary of request/proposal:

PCT. 1 ADM (1200):

Approval to create and/or change the status from full-time to part-time of the following full-time position:

Fund	Position	Slot#	Obj	Current Budgeted	Adjustment Requested	Total Requested
				Salary		
1200	CLERK	0016	113	27,500.00	0.00	(27,500.00)
			114	0.00	27,500.00	27,500.00
1200	ADMINISTRATIVE ASSISTANT III	0017	113	0.00	35,157.00	35,157.00
				27,500.00	62,657.00	35,157.00

13.2211 HR * 1040 HRS PER YR = 13,750.00 ACTUAL EXPENDITURE

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2-1200-431-00-121-004-0-	113	PCT. 1 ADM. - REG F/T EMPLOYEES	\$7,657.00
2-1200-431-00-121-004-0-	114	PCT. 1 ADM. - REG P/T EMPLOYEES	\$13,750.00
2-1200-431-00-121-004-0-	211	PCT. 1 ADM. - HEALTH INSURANCE	\$4,068.28
2-1200-431-00-121-004-0-	212	PCT. 1 ADM. - LIFE INSURANCE	\$26.38
2-1200-431-00-121-004-0-	220	PCT. 1 ADM. - FICA	\$1,599.99
2-1200-431-00-121-004-0-	230	PCT. 1 ADM. - RETIREMENT	\$2,081.03
2-1200-431-00-121-004-0-	250	PCT. 1 ADM. - UNEMPLOYMENT COMP	\$104.57
2-1200-431-00-121-004-0-	260	PCT. 1 ADM. - WORKER'S COMP	\$0.00
2012 Budgetary Impact			\$29,287.25

2013 Budgetary Impact: \$29,472.68

Possible Funding Sources: RD MAINTENANCE FUNDS

Comments:

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1200-431-00-121-004-0

AI - 30347

PCT 1 ADMINISTRATION

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplern. 117	Auto A. 118	
0001	113	EXEC. ASST. FOR COMMUNITY & INTERGOVT	0	0	\$0.00	\$85,000.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,000.00
0002	113	DIRECTOR OF MANAGEMENT SUPPORT	0	0	\$0.00	\$65,000.00	\$65,000.00	\$660.00	\$0.00	\$0.00	\$0.00	\$65,660.00
0003	113	ADMINISTRATIVE ASSISTANT IV	0	0	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
0005	113	COMMUNITY LIAISON	0	0	\$0.00	\$55,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
0006	113	PERSONNEL SPECIALIST	0	0	\$0.00	\$52,000.00	\$52,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,000.00
0007	113	ACCOUNTANT III	0	0	\$0.00	\$50,000.00	\$48,500.00	\$360.00	\$0.00	\$0.00	\$0.00	\$48,860.00
0008	113	CLERK IV	0	0	\$0.00	\$37,000.00	\$32,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,500.00
0009	113	CLERK IV	0	0	\$0.00	\$37,000.00	\$37,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,000.00
0010	113	CLERK IV	0	0	\$0.00	\$37,000.00	\$36,000.00	\$480.00	\$0.00	\$0.00	\$0.00	\$36,480.00
0011	113	CLERK IV	0	0	\$0.00	\$35,500.00	\$35,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,500.00
0012	113	ADMINISTRATIVE ASSISTANT IV	0	0	\$0.00	\$48,000.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,000.00
0013	113	CLERK	0	0	\$0.00	\$27,500.00	\$27,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,500.00
0014	113	CALL CENTER MANAGER	0	0	\$0.00	\$51,000.00	\$51,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,000.00
0015	113	ADMINISTRATIVE ASSISTANT III	0	0	\$0.00	\$36,000.00	\$36,000.00	\$840.00	\$0.00	\$0.00	\$0.00	\$36,840.00
	114	CHANGE WORK STATUS FROM FULL-TIME TO PART-TIME										
0016	443	CLERK	0	0	\$0.00	\$27,500.00	\$27,500.00	\$720.00	\$0.00	\$0.00	\$0.00	\$28,220.00
		CREATE THE FOLLOWING:										
0017	113	ADMINISTRATIVE ASSISTANT III	0	0	\$0.00	\$35,157.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$728,657.00	\$681,500.00	\$3,060.00	\$0.00	\$0.00	\$0.00	\$684,560.00

- Approval to create one (1) Administrative Assistant III position, slot no. 0017, budgeted salary \$35,157.00
 - Approval to change one (1) Clerk position, slot no. 0016 from regular full-time status to regular part-time work status, budgeted salary \$27,500.00 (\$13.22 Hourly rate).
- PERSONNEL ACTIONS PENDING CC APPROVAL.**

DATE: January 3, 2012

DEPARTMENT HEAD: Sergio Cruz

2012
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Pct. 1 RD Adm

ACCOUNT NUMBER: 2-1200-431-00-121-00X-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		
2-1200-431-00-121-005-0- 113	PCT1 RD MAINT - REG F/T EMPLOYEES	(9,407.00)
2-1200-431-00-121-005-0- 114	PCT1 RD MAINT - REG P/T EMPLOYEES	(12,000.00)
2-1200-431-00-121-005-0- 211	PCT1 RD MAINT - HEALTH INSURANCE	(4,068.28)
2-1200-431-00-121-005-0- 212	PCT1 RD MAINT - LIFE INSURANCE	(26.38)
2-1200-431-00-121-005-0- 220	PCT1 RD MAINT - FICA	(1,599.99)
2-1200-431-00-121-005-0- 230	PCT1 RD MAINT - RETIREMENT	(2,081.03)
2-1200-431-00-121-005-0- 250	PCT1 RD MAINT - UNEMPLOYMENT COMP	(104.57)
TO		
2-1200-431-00-121-004-0- 113	PCT. 1 RD ADM. - REG F/T EMPLOYEES	7,657.00
2-1200-431-00-121-004-0- 114	PCT. 1 RD ADM. - REG P/T EMPLOYEES	13,750.00
2-1200-431-00-121-004-0- 211	PCT. 1 RD ADM. - HEALTH INSURANCE	4,068.28
2-1200-431-00-121-004-0- 212	PCT. 1 RD ADM. - LIFE INSURANCE	26.38
2-1200-431-00-121-004-0- 220	PCT. 1 RD ADM. - FICA	1,599.99
2-1200-431-00-121-004-0- 230	PCT. 1 RD ADM. - RETIREMENT	2,081.03
2-1200-431-00-121-004-0- 250	PCT. 1 RD ADM. - UNEMPLOYMENT COMP	104.57
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON: **Interdepartmental transfer to fund salaries and related fringe benefit expenditures related to the creation of one (1) Administrative Assistant III position, slot no. 0017 and the change in status from full-time to part-time for one (1) Clerk position, slot no. 0016 under the Pct. 1 Adm account.**

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK