

November 15, 2012

JOB VACANCY
Hidalgo County C.S.C.D.

JOB TITLE: Clerk I
SALARY RANGE: \$1,833.33 mo.
CLOSING DATE: **Friday, November 30, 2012**
CONTACT PERSON: Irma M. Limas, Personnel Administrator

Minimum Requirements:

- High School Graduate, Bilingual preferred,
- Must possess a valid driver's license and proof of liability insurance,
- Must be computer literate with 35-40 WPM,
- Must possess one (1) year clerical experience,
- Must possess good communication skills - verbal and written,
- Must possess the ability to maintain accurate records
- Must possess the ability to perform clerical duties of a confidential nature,
- Must possess the ability to assist in preparing reports,
- Must possess the ability to plan, coordinate and work with numerical detail,
- Must be able to work hours which do not always coincide with a Monday through Friday, 8:00 a.m. to 5:00 p.m. schedule,
- Must possess reliable transportation and liability insurance for work related travel, at all times,
- Regular and timely attendance is a must,
- Perform all related duties as assigned, and
- Must have not ever been convicted of or placed on court-ordered community supervision/probation for any criminal offense classified as a Class A misdemeanor or higher.

If you meet the above minimum requirements and are interested in applying for this position, please submit a letter of intent to Irma M. Limas, Personnel Administrator describing your skills and attributes which would make you a good choice for the position no later than **5:00 p.m. on Friday, November 30, 2012.**

NOTE: Under the Fair Labor Standards Act, this is a non-exempt position.

C.S.C.D. is an Equal Opportunity Employer

APPROVED FOR POSTING:



JOB DESCRIPTION

JOB TITLE: Clerk I

REPORTS TO: Section Supervisor

DUTIES:

- A. Responsible for performing basic clerical duties of a confidential nature.
- B. Provides support in communicating pertinent information to Community Supervision Officer and other staff.
- C. Promote a positive image of the Department and maintain a high level of professionalism at all times.
- D. Perform any other duties as assigned.

Note: Under the Fair Labor Standards Act this is a non-exempt position.