

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Facilities Management

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Budget Clerk I

NEW POSITION OR REPLACEMENT FOR: Alma Rosa Ybarra EMPLOYEE NO 014958

DEPT NO 220

POSITION/SLOT NO 001-010

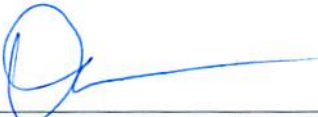
ADVERTISED SALARY: 25,912 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: See Attached

WORK LOCATION / HOURS: Monday thru Friday

CONTACT PERSON: \_\_\_\_\_

EXTENSION / PHONE NO: \_\_\_\_\_



Department Head or Elected Official

12/7/12

Date

FUNDS AVAILABLE: YES  NO \_\_\_\_\_ DATE OF FUND AVAILABILITY: \_\_\_\_\_

BUDGETED SALARY, GRADE & STEP: Grade 6, Step 0 27,276.00

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

## **BUDGET CLERK I**

**GRADE: 06**

### **GENERAL DESCRIPTION**

Performs routine (entry-level) budget work; Work involves clerical and budget related clerical support for the operation of a division of the Budget and Management department; Works under a Budget Manager to analyze budget line item accounts for negative balances, budget line item transfers, and restricted object codes; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Will perform duties as a receptionist, answers telephones and provides general budgetary information

Coordinates with and assists other county departments in preparation of budget forms as directed by supervisor

Will review budget line item transfers from various departments

Works to clear negative balances from various departmental accounts

Files all pertinent documentation related to the Budget office

Assists budget analysts with clerical support on agenda items

Performs routine computer data entry and prepares reports

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Two (2) years of clerical experience. Graduation from a standard high school or equivalent; Education and experience may be substituted for one another.

#### **Knowledge, Skills, and Abilities**

Knowledge in MS Word and Excel

Be able to communicate effectively

Be able to use a calculator and other office equipment

## **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