

NEW POSITION: Brief job description and attach a copy of the new job description.




Description on file with HR

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

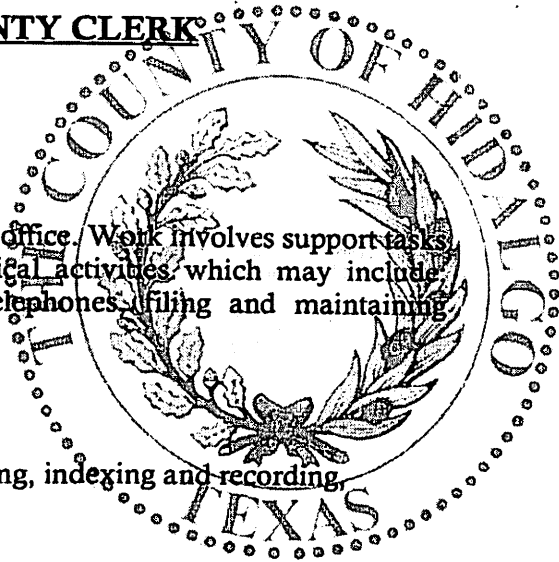
COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		12/14/2012	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		12.27.12	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		12/20/2012	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			

ASSISTANT DEPUTY COUNTY CLERK



GRADE: 03

GENERAL DESCRIPTION

Performs (entry-level) office work for the County Clerk's office. Work involves support tasks primarily involving customer service and support/clerical activities which may include requests for information, entering data, answering telephones, filing and maintaining correspondence, files, reports, etc.

EXAMPLES OF WORK PERFORMED

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Enters information on office records to the computer and retrieves information to respond to inquiries

Type correspondence and other documents and materials using a typewriter and/or processing software

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Ability to work well with others

Regular attendance is a must

Performs related duties as required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard senior high school or equivalent is generally preferred. Must have some general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Bilingual is preferred

CERTIFICATES, LICENSES, REGISTRATION

Valid Texas Driver's License and current liability insurance

Must be bondable

Knowledge, Skills, and Abilities

Must have excellent verbal and written communication skills

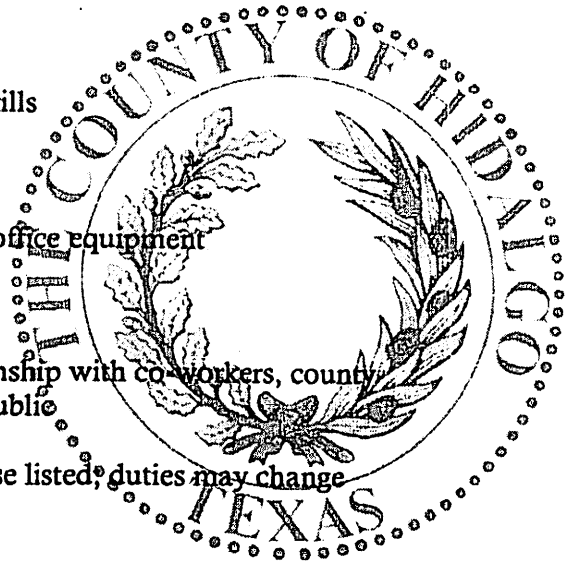
Must be able to type 40 wpm

Ability to operate a computer, typewriter and other basic office equipment

Ability to accurately enter data

Ability to establish and maintain effective working relationship with co-workers, county employees, other outside organizations, and the general public

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 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

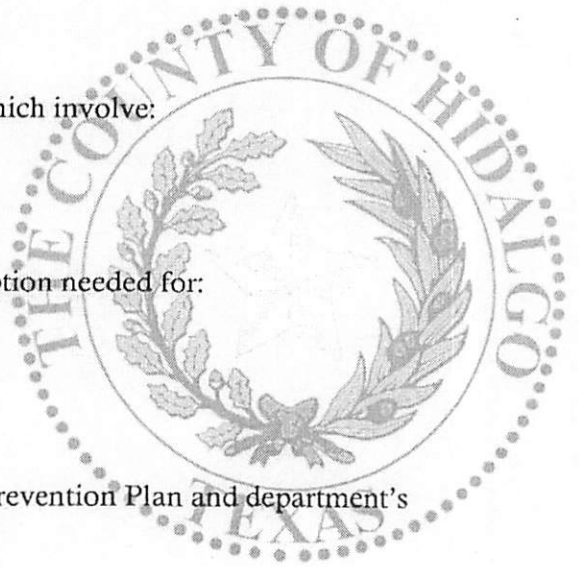
- demonstrating intellectual capabilities

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
- 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: Friday, December 28, 2012

Agenda Item: 35769

Summary of request/proposal:

Discussion, consideration and approval to create the following temporary full time position(s) effective 01/01/13, not to exceed six (6) months:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	ASST DEPUTY CO CLERK	T016	121	0.00	20,800.00	20,800.00
				0.00	20,800.00	20,800.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
3-1100-415-40-180-002-0-	121	CO CLERK REC. ARCHIVE- TEMP F/T EMPLOYEES	\$10,280.46
3-1100-415-40-180-002-0-	211	CO CLERK REC. ARCHIVE- HEALTH INSURANCE	\$0.00
3-1100-415-40-180-002-0-	212	CO CLERK REC. ARCHIVE- LIFE INSURANCE	\$0.00
3-1100-415-40-180-002-0-	220	CO CLERK REC. ARCHIVE- FICA	\$786.46
3-1100-415-40-180-002-0-	230	CO CLERK REC. ARCHIVE- RETIREMENT	\$0.00
3-1100-415-40-180-002-0-	250	CO CLERK REC. ARCHIVE- UNEMPLOYMENT COMP	\$51.40
3-1100-415-40-180-002-0-	260	CO CLERK REC. ARCHIVE- WORKER'S COMP	\$5.14
		2013 Budgetary Impact	\$11,123.46

2014 Budgetary Impact: N/A

Possible Funding Sources: WITHIN DEPT BUDGET- APPROPRIATION FROM FUND BALANCE (RESERVED)

Comments:

