

INTAKE CLERK

GRADE: 08

GENERAL DESCRIPTION

Responsible for retrieving the intake information, sending for a rap sheet, assigning supervisors to each case and entering pertinent Court information into the Probate System.

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

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

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

May deliver or pick up documents, supplies, equipment, or materials

Must have the ability to think through, reason, and utilize common sense in working with diverse individuals

Recognition that this position requires efficiency, reliability, flexibility, confidentiality, honesty, loyalty, and dedication to all task at hand and to the integrity of the Probation Department and Court System

Must adhere to Court and/or County policies and procedures

Retrieve the intake information. Check to see if they have a folder

Assign a Supervisor for each case

Responsible for cross-training, when required

Send for a rap sheet and give it to the appropriate Supervisor

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years related experience; Graduation from a high school or equivalent; Associate degree or vocational training related to the job preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Familiarity with operation, daily maintenance, and troubleshooting of office equipment such as: personal computers, typewriters, laser printers, copy and fax machines, multi-line telephones, etc.

Ability to set up and type correspondence, forms, tables, schedules, etc., using a personal computer word processing program and/or typewriter as necessary

Whether in person or by telephone, required to interact with the public, other departments, offices, and co-workers in a congenial, efficient and responsible manner

Must possess excellent time management skills

Needs organizational skills; attention to details; accurate records maintenance

Must have the ability to think through, reason, and utilize common sense in working with diverse individuals

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