



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

n/a

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

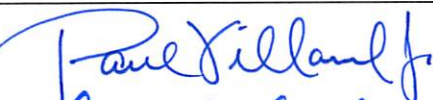
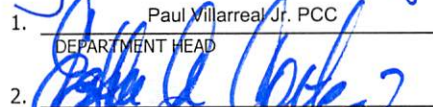

n/a

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

NO BUDGET IMPACT.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

				
1.	Paul Villarreal Jr. PCC DEPARTMENT HEAD	1/06/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/15/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/15/15 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



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

n/a

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

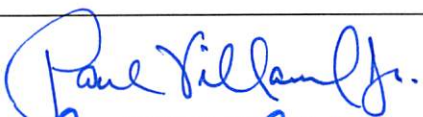
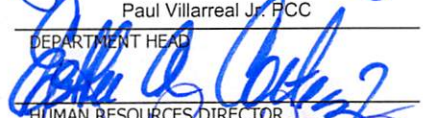
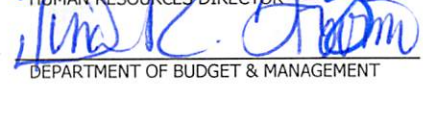
n/a

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

NO BUDGET IMPACT.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal Jr. FCC DEPARTMENT HEAD	1/06/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/15/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/15/15 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



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

n/a

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.


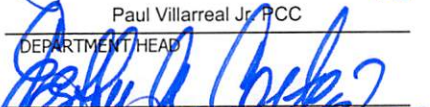

n/a

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

NO BUDGET IMPACT.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	1/06/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/15/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/15/15 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



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

n/a

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

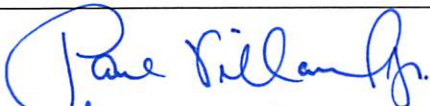
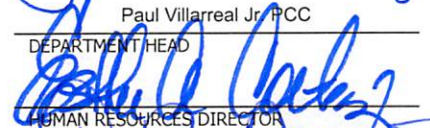

n/a

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

NO BUDGET IMPACT.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	1/06/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/15/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/15/15 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY Personnel Adjustment Request Form



**DEPARTMENT NAME/NUMBER:** Tax Office #140

**DATE:** 01/06/2015

**CURRENT POSITION TITLE:** Deputy Clerk I

**CURRENT SLOT. #:** 145

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other DELETE

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 26,014.00                      \$ 0.0                      \$ (26,014.00)  
    Current Budgeted Salary                      Proposed Budgeted Salary                      Net Change

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other NO BUDGET IMPACT.

**POSITION Type:**

Full Time Employee       Part Time Employee  \_\_\_\_\_  
 Object 113                      Object 114  
 Full Time Temporary       Part Time Temporary  \$ \_\_\_\_\_  
 Object 121                      Object 122                      Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

**CIVIL SERVICE:**  
 Exempt       FLSA: Exempt   
 Non-Exempt       Non-Exempt   
 N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Slot currently vacant.

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

n/a

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

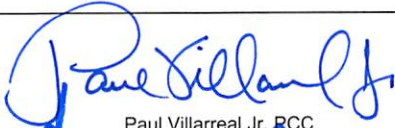


n/a

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

NO BUDGET IMPACT.

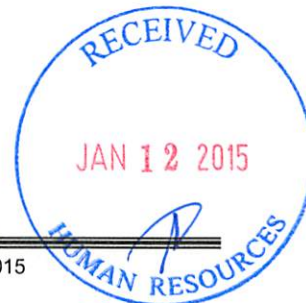
**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	1/06/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/15/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/15/15 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 01/06/2015

CURRENT POSITION TITLE:

CURRENT SLOT. #: 167

168

REQUESTED POSITION TITLE: EXECUTIVE ASST I  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other CREATE

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: \$ N/A Current Budgeted Salary    \$ 38,500.00 Proposed Budgeted Salary    \$ 38,500.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other No Budget Impact, to be funded from deletion of Slots #34, 60, 145, 135 & 59.

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114  \_\_\_\_\_  
 Full Time Temporary Object 121     Part Time Temporary Object 122  \$ \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

CIVIL SERVICE:    FLSA:

Exempt     Exempt

Non-Exempt     Non-Exempt

N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

After a careful review of office staff, a much greater need for an Executive Asst. I exists at this time to perform advanced senior level professional assistance work for the Tax Office.

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

See attached.

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

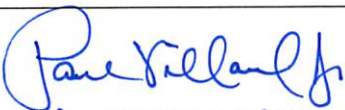
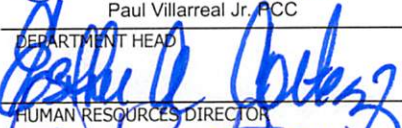

n/a

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

To be funded from deletion of various slots within the Department.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	1/06/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/15/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/15/15 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 01/06/2015

CURRENT POSITION TITLE:

CURRENT SLOT. #: 168

REQUESTED POSITION TITLE: EXECUTIVE ASST II  
(For new positions or reclassifications)

169  
02

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other CREATE

\*Civil Service Positions are submitted to the Civil Service Commission.

### POSITION SALARY REQUEST:

Salary Amount: \$ N/A Current Budgeted Salary    \$ 44,000.00 Proposed Budgeted Salary    \$ 44,000.00 Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other No Budget Impact, to be funded from deletion of Slots #34, 60, 145, 135 & 59.

### POSITION Type:

Full Time Employee  Object 113    Part Time Employee  Object 114  
Full Time Temporary  Object 121    Part Time Temporary  Object 122    \$ \_\_\_\_\_  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

### TEMPORARY POSITIONS:

Start Date    End Date    Working Days & Hours    Hours Per Week    Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:    FLSA:  
Exempt     Exempt   
Non-Exempt     Non-Exempt   
N/A

### JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

After a careful review of office staff, a much greater need for an Executive Asst. II exists at this time to perform highly advanced senior level professional assistance work for the Tax Office, overseeing high level administrative operations for the Department.

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

See attached.

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.


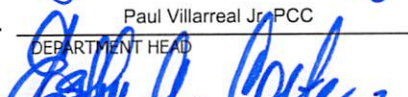

n/a

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

To be funded from deletion of various slots within the Department.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |   |                   |                                   |   |
|----|---|-------------------|-----------------------------------|---|
| 1. | <br>Paul Villarreal Jr. PCC<br>DEPARTMENT HEAD           | 1/06/2015<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <br>John A. Cochran<br>HUMAN RESOURCES DIRECTOR          | 1/15/2015<br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <br>Tina L. Johnson<br>DEPARTMENT OF BUDGET & MANAGEMENT | 1/15/15<br>DATE   | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE              |                                   |   |



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 01/06/2015

CURRENT POSITION TITLE:

CURRENT SLOT. #: 169

REQUESTED POSITION TITLE: BOOKKEEPER II  
(For new positions or reclassifications)

170  
oe

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other CREATE

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: \$ N/A Current Budgeted Salary      \$ 29,484.00 Proposed Budgeted Salary      \$ 29,484.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other No Budget Impact, to be funded from deletion of Slots #34, 60, 145, 135 & 59.

**POSITION Type:**

Full Time Employee  Object 113      Part Time Employee  Object 114

Full Time Temporary  Object 121      Part Time Temporary  Object 122

Enter hourly rate for temp. positions

\$ \_\_\_\_\_

Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

CIVIL SERVICE:

Exempt

Non-Exempt

N/A

FLSA:

Exempt

Non-Exempt

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

After a careful review of office staff, a much greater need for an Bookkeeper II exists at this time to perform entry level technical accounting work for the Tax Office, involves detailed assignments, classifying, examining and verifying financial records, reports, etc., for the Department.

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

See attached.

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

n/a

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

To be funded from deletion of various slots within the Department.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

*Paul Villarreal Jr.*

1. Paul Villarreal Jr. PCC  
DEPARTMENT HEAD

1/06/2015

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2. *Paul H. Cook*  
HUMAN RESOURCES DIRECTOR

1/15/2015

DATE

PERSONNEL PROCEDURES COMPLETED

YES  NO

3. *Mr. C. Brown*  
DEPARTMENT OF BUDGET & MANAGEMENT

1/15/15

DATE

BUDGET PROCEDURES COMPLETED

YES  NO

4. COMMISSIONERS COURT APPROVAL

DATE



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

See attached.

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

n/a

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

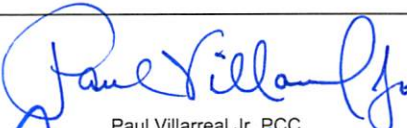
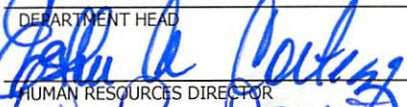

n/a

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

To be funded from deletion of various slots within the Department.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	1/06/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/15/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/15/15 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

## **HIDALGO COUNTY**

### **EXECUTIVE ASSISTANT I**

#### **GENERAL DESCRIPTION**

Performs advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high-level administrative operations of the County or department. May assign and/or supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

#### **EXAMPLES OF WORK PERFORMED**

Develops administrative procedures, standards, and methods

Prepares technical aspects of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the County

Provides technical administrative assistance to the County executive

Assists in planning, preparing, or overseeing the preparation of reports

May assist the executive with general human resource management actions

May assist in budget preparation

May assign and/or supervise the work of others

Performs related work as assigned

#### **GENERAL QUALIFICATION GUIDELINES**

##### **Experience and Education**

One (1) year related experience

Graduation from an accredited four-year college or university with major course work in business administration or a related field

Two (2) years of experience may be substituted for one (1) year of education

**Knowledge, Skills, and Abilities**

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

**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:

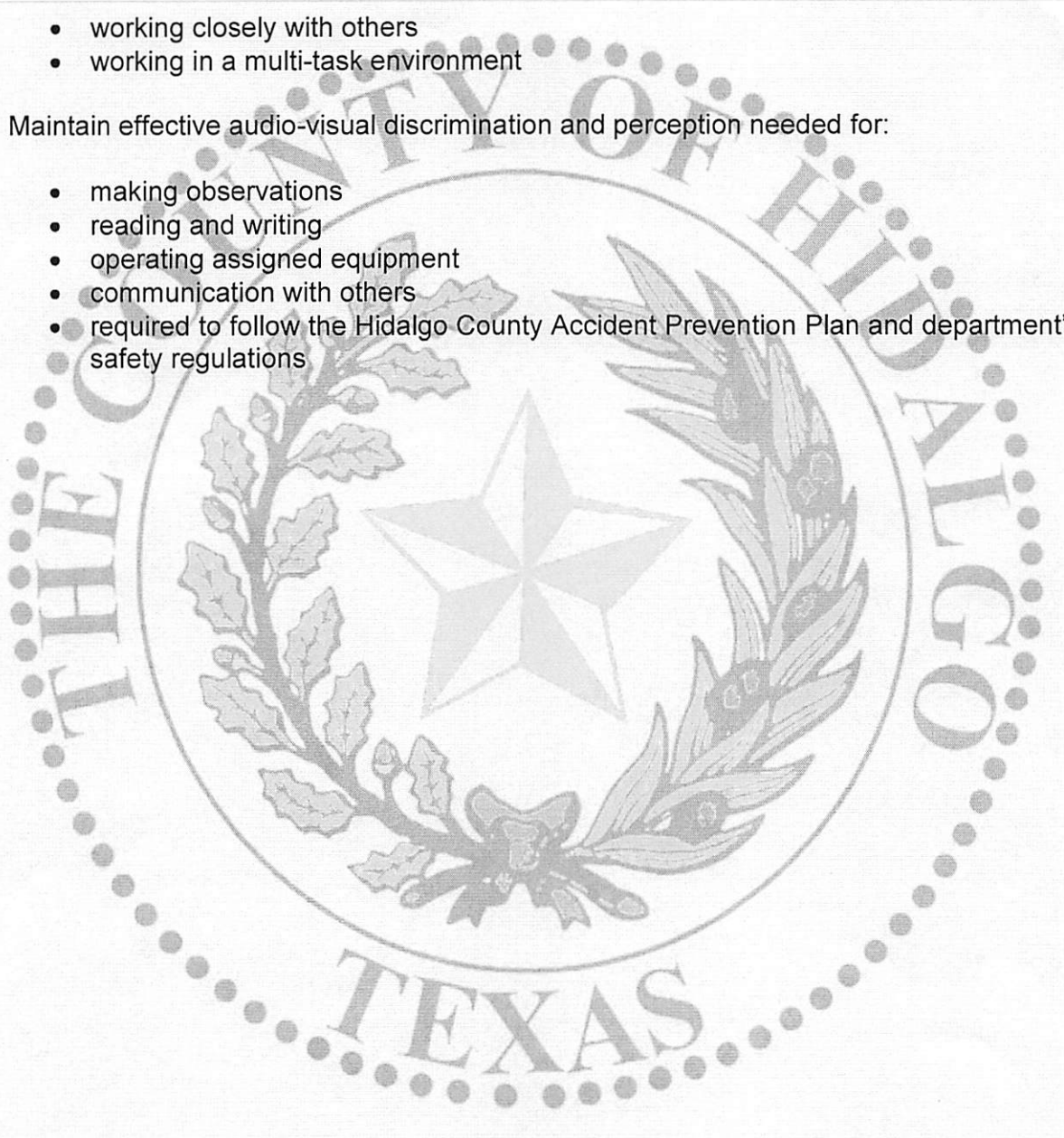
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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 TAX OFFICE**

## **EXECUTIVE ASSISTANT II**

### **GENERAL DESCRIPTION**

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. May plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the department or county

May assist the executive with general human resource management actions

May assist in budget preparation

May plan, assign, and/or supervise the work of others

May plan and coordinate special and administrative assignments and programs

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

## **Experience and Education**

Three (3) years related experience

Graduation from an accredited four-year college or university with major course work in business administration or a related field

Two (2) years of experience may be substituted for one (1) year of education

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

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

### **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 TAX OFFICE**

## **BOOKKEEPER II**

### **GENERAL DESCRIPTION**

Performs entry-level technical accounting work; Work involves detailed assignments, classifying, examining, and verifying financial records, documents, or reports; Works under moderate supervision with minimal latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Classifies, codes, posts, and balances assigned financial accounting documents and records.

Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash, receipts, expenditures, accounts payable and receivable, and profit and/or losses.

Calculates, prepares, invoices, account statements, and other financial statements according to procedure and submits to auditor's office for processing.

Prepares payment, cash, general journal, and related voucher.

Reviews balances on expenditure reports for availability.

Reconciles bank statements, researches discrepancies, and reports findings.

Will create spreadsheets for reports.

May perform payroll related activities.

May receive cash, prepare deposits slips, and maintain cash control records.

Assists with financial statements and operating reports.

Performs related work as assigned.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Two (2) years related experience with accounting or bookkeeping principles.

Graduation from a high school or equivalent (GED) supplemented by college course work in accounting

Experience and education may be substituted for one another

**Knowledge, Skills, and Abilities**

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Skill in the use of a personal computer and related office equipment

Knowledge of MS Word and Excel

Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, and to prepare financial and accounting records

**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

## **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

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

Ability to interpret rules, regulations, policies, and procedures

Ability to communicate effectively

Ability to train others

Ability 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
- 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

