



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **CRIM DA (080-002)**

DATE:  
**02/24/2015**

CURRENT POSITION TITLE: -

CURRENT SLOT. #:  
**080-002-0111**

REQUESTED POSITION TITLE: **VICTIM ASSISTANCE COORD.**

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

**POSITION SALARY REQUEST:**

<b>1 (080-002)</b>	<b>-0-</b>	<b>50,000.00</b>	\$	<b>50,000.00</b>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE
_____	_____	_____		_____
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE
_____	_____	_____		_____
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	\$	NET CHANGE
_____	_____	_____		_____

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other **CRIM DA 080-002**

**POSITION TYPE:**

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Temporary Object 121     Part Time Temporary 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:    FLSA:  
Exempt     Exempt   
Non-Exempt     Non-Exempt

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

THE POSITION IS NEEDED TO COMPLY WITH THE REQUIREMENTS PRESCRIBED IN THE TEXAS CODE OF CRIMINAL PROCEDURES, CHAPTER 56.

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

SEE JOB DESCRIPTION

**POSITION RECLASSIFICATION:** 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

The requested action does not comply with the Budget Amendment Policy. Approval of this request will increase the budget by \$65,460.56 for Ricardo Rodriguez Jr.

- |    |                                                                                           |                           |                                   |                                                                     |
|----|-------------------------------------------------------------------------------------------|---------------------------|-----------------------------------|---------------------------------------------------------------------|
| 1. | <u>Rosalinda Cantu</u><br>ROSALINDA CANTU FOR DISTRICT ATTORNEY<br>RICARDO RODRIGUEZ, JR. | <u>02/26/15</u><br>DATE   | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <u>Esteban Valenz</u><br>HUMAN RESOURCES DIRECTOR                                         | <u>2/27/2015</u><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT                                   | <u>03/02/2015</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                                              | DATE                      |                                   |                                                                     |



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **DA STATE SUPPLEMENT (080-010)**

DATE:  
**02/24/2015**

CURRENT POSITION TITLE: -

CURRENT SLOT. #:  
**080-010-T017**

REQUESTED POSITION TITLE: **CLERK I**

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

**POSITION SALARY REQUEST:**

<u>1 (080-010)</u>	<u>-0-</u>	<u>10.10 ( 8,302.00 )</u>	\$	<u>10.10 (8,302.00 )</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE
_____	_____	_____		_____
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE
_____	_____	_____		_____
_____	_____	_____	\$	_____
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other FUND 1281

**POSITION TYPE:**

Full Time Employee  Object 113    Part Time Employee  Object 114    \$10.10  
Enter hourly rate for temp. positions

Full Time Temporary  Object 121    Part Time Temporary  Object 122    \$10.10 \* 822HRS= \$8,302.00  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

MARCH 2015    AUG 2015    M-F 6HRS    32    ESTIMATED 6 MTHS  
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

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

SUPPORT STAFF IS URGENTLY NEEDED IN THE DA'S ADMIN. OFFICE.





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

**POSITION RECLASSIFICATION:** 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

*For Ricardo Rodriguez, Jr.*

- 1. Rosalinda Cantu 02/26/15  YES  NO  
ROSALINDA CANTU FOR DISTRICT ATTORNEY  
RICARDO RODRIGUEZ, JR. DATE FUNDING AVAILABLE IN DEPT. BUDGET
- 2. Esther Alcala 2/27/2015  YES  NO  
HUMAN RESOURCES DIRECTOR DATE PERSONNEL PROCEDURES COMPLETED
- 3. [Signature] 03/02/2015  YES  NO  
DEPARTMENT OF BUDGET & MANAGEMENT DATE BUDGET PROCEDURES COMPLETED
- 4. \_\_\_\_\_ DATE \_\_\_\_\_



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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

*This request does not comply with the Budget Amendment Policy.  
Approval of this item will increase the budget by \$17,848.50.*

*For Ricardo Rodriguez, Jr.*

- |    |                                                                                           |                           |                                   |                                                                     |
|----|-------------------------------------------------------------------------------------------|---------------------------|-----------------------------------|---------------------------------------------------------------------|
| 1. | <i>Rosalinda Cantu</i><br>ROSALINDA CANTU FOR DISTRICT ATTORNEY<br>RICARDO RODRIGUEZ, JR. | <i>02/26/15</i><br>DATE   | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <i>Ricardo Rodriguez</i><br>HUMAN RESOURCES DIRECTOR                                      | <i>2/27/2015</i><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i><br>DEPARTMENT OF BUDGET & MANAGEMENT                                   | <i>03/02/2015</i><br>DATE | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                                              | DATE                      |                                   |                                                                     |



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **CRIM DA (080-002)**  
**CHECK FRAUD (080-006)**

DATE:  
**02/24/2015**

CURRENT POSITION TITLE: **CRIMINAL INVESTIGATOR II**

CURRENT SLOT. #:  
**080-002-0100**  
**080-006-0033**

REQUESTED POSITION TITLE: **CRIMINAL INVESTIGATOR II**

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

**SALARY ADJUSTMENT/  
CORRECTION**

**POSITION SALARY REQUEST:**

<u>1 (080-002)</u> NO. OF POSITIONS	<u>50,000.00</u> CURRENT GRADE & STEP	<u>50,000.00</u> PROPOSED GRADE & STEP	\$	<u>-0-</u> NET CHANGE
<u>1 (080-006)</u> NO. OF POSITIONS	<u>3,000.00</u> CURRENT GRADE & STEP	<u>5,000.00</u> PROPOSED GRADE & STEP	\$	<u>2,000.00</u> NET CHANGE
_____ NO. OF POSITIONS	_____ CURRENT GRADE & STEP	_____ PROPOSED GRADE & STEP	\$	_____ NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other FUND 1222

**POSITION TYPE:**

Full Time Employee Object 113     Part Time Employee Object 114

\_\_\_\_\_ Enter hourly rate for temp. positions

Full Time Temporary Object 121     Part Time Temporary 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     Non-Exempt     FLSA: Exempt     Non-Exempt

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

THE PREVIOUS REQUEST WAS INCORRECTLY STATED BY PREVIOUS STAFF. THE ACTION IS NEEDED AS PART OF THE DISTRICT ATTORNEY'S OFFICE RESTRUCTURING PLAN.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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*For Ricardo Rodriguez, Jr.*

- |    |                                                                                           |                           |                                   |                                                                     |
|----|-------------------------------------------------------------------------------------------|---------------------------|-----------------------------------|---------------------------------------------------------------------|
| 1. | <i>Rosalinda Cantu</i><br>ROSALINDA CANTU FOR DISTRICT ATTORNEY<br>RICARDO RODRIGUEZ, JR. | <i>02/20/15</i><br>DATE   | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <i>John A. Cortez</i><br>HUMAN RESOURCES DIRECTOR                                         | <i>2/29/2015</i><br>DATE  | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i><br>DEPARTMENT OF BUDGET & MANAGEMENT                                   | <i>03/02/2015</i><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: **CRIM DA (080-002)**  
**CHECK FRAUD (080-006)**

DATE:  
**02/24/2015**

CURRENT POSITION TITLE: **EXECUTIVE ASSISTANT II**

CURRENT SLOT. #:  
**080-002-0107**  
**080-006-0034**

REQUESTED POSITION TITLE: **EXECUTIVE ASSISTANT II**

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

**SALARY ADJUSTMENT/  
CORRECTION**

**POSITION SALARY REQUEST:**

<u>1 (080-002)</u> NO. OF POSITIONS	<u>28,094.00</u> CURRENT GRADE & STEP	<u>28,094.00</u> PROPOSED GRADE & STEP	\$	<u>-0-</u> NET CHANGE
<u>1 (080-006)</u> NO. OF POSITIONS	<u>21,906.00</u> CURRENT GRADE & STEP	<u>24,906.00</u> PROPOSED GRADE & STEP	\$	<u>3,000.00</u> NET CHANGE
_____ NO. OF POSITIONS	_____ CURRENT GRADE & STEP	_____ PROPOSED GRADE & STEP	\$	_____ NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other FUND 1222

**POSITION TYPE:**

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Temporary Object 121     Part Time Temporary 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:    FLSA:  
Exempt     Exempt   
Non-Exempt     Non-Exempt

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

THE PREVIOUS REQUEST WAS INCORRECTLY STATED BY FORMER STAFF MEMBER. THE ACTION IS NEEDED AS PART OF THE DISTRICT  
ATTORNEY'S OFFICE RESTRUCTURING PLAN.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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*For Ricardo Rodriguez, Jr.*

1.	<i>Rosalinda Cantu</i> ROSALINDA CANTU FOR DISTRICT ATTORNEY RICARDO RODRIGUEZ, JR.	<i>02/26/15</i> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	<i>John A. Calaniz</i> HUMAN RESOURCES DIRECTOR	<i>3/27/2015</i> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	<i>03/02/2015</i> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

**HIDALGO COUNTY, TEXAS**  
**ADMINISTRATIVE POLICY MANUAL**

Procedure:	BAP-PA.1
Page:	1 of 1
Date Authorized:	09/11/2013
Supersedes:	06/25/2013

**BUDGET AMENDMENT POLICY – PERSONNEL-RELATED AMENDMENTS**

**PURPOSE**

- 1.1 The purpose of this policy is to provide budgetary guidelines pertaining to personnel-related actions, in accordance with Texas statutes and local requirements; to set forth operating principles which minimize the cost of government and reduce financial risk; and to maintain financial structure of the County for present and future needs.

**SCOPE**

- 2.1 This policy applies to all positions funded by General Fund revenues that are not statutorily restricted or designated for a specific purpose (e.g. record archive funds)

**BACKGROUND**

- 3.1 During the County's annual budget process, Elected Officials and Department Heads petition the County Commissioner's Court for the required number of employees, the title of the positions, and the respective compensation. The Commissioner's Court then determines the number of employees and authorizes positions during the adoption of the County's annual budget. The Commissioner's Court sets the amount of compensation, office and travel expenses, and all other allowances for County and Precinct officers and employees who are paid wholly from County funds.

**POLICY**

- 4.1 After the Hidalgo County budget has been approved and adopted for the ensuing fiscal year, Commissioner's Court may amend the budget to permit an emergency expenditure in limited circumstances only. Therefore, Commissioner's Court will not consider requests for changes to increase the number of budgeted positions or increase the compensation paid to each authorized position within a department/office until the next appropriate budget cycle. Personnel actions, including but not limited to requests under the County's Personnel Policy Manual, Civil Service Commission Rules, and Law Enforcement Pay Plan are permitted, so long as the personnel action requests are in compliance with applicable constitutional or statutory provisions.

September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 1154 (S.B. 213), Sec. 25, eff.

September 1, 2013.

Acts 2013, 83rd Leg., R.S., Ch. 1345 (S.B. 1192), Sec. 4, eff.

September 1, 2013.

Art. 56.04. VICTIM ASSISTANCE COORDINATOR; CRIME VICTIM LIAISON.

(a) The district attorney, criminal district attorney, or county attorney who prosecutes criminal cases shall designate a person to serve as victim assistance coordinator in that jurisdiction.

(b) The duty of the victim assistance coordinator is to ensure that a victim, guardian of a victim, or close relative of a deceased victim is afforded the rights granted victims, guardians, and relatives by Articles 56.02 and 56.021. The victim assistance coordinator shall work closely with appropriate law enforcement agencies, prosecuting attorneys, the Board of Pardons and Paroles, and the judiciary in carrying out that duty.

(c) Each local law enforcement agency shall designate one person to serve as the agency's crime victim liaison. Each agency shall consult with the victim assistance coordinator in the office of the attorney representing the state to determine the most effective manner in which the crime victim liaison can perform the duties imposed on the crime victim liaison under this article.

(d) The duty of the crime victim liaison is to ensure that a victim, guardian of a victim, or close relative of a deceased victim is afforded the rights granted victims, guardians, or close relatives of deceased victims by Subdivisions (4), (6), and (9) of Article 56.02(a) of this code.

(d-1) The victim services division of the Texas Department of Criminal Justice, in consultation with the Board of Pardons and Paroles, law enforcement agencies, prosecutors' offices, and other participants in the criminal justice system, shall develop recommendations to ensure that completed victim impact statements are submitted to the Texas Department of Criminal Justice as provided by this chapter.

(e) On inquiry by the court, the attorney representing the state shall make available a copy of a victim impact statement for

# HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE

## VICTIM ASSISTANCE COORDINATOR

### GENERAL DESCRIPTION

Coordinates support services and information to crime victims, and their families in compliance with Code of Criminal Procedures; Insures that crime victims and/or their families are afforded the rights granted to victims by the Code of Criminal Procedure. Prepares all the needed information required for the victim's court case. Position requires a high level of confidentiality.

### EXAMPLES OF WORK PERFORMED

Coordinates with local community agencies and other victim advocacies to ensure victims are aware of their rights

Assists attorneys with case staffing; ensures all cases are assigned as necessary

Provides training or education to the community

Coordinate the gathering and submission of information for payment of medical examinations under the Texas Code of Criminal Procedures for victims

Assists in providing crisis counseling as necessary

Refer victims or their families to social service agencies that may offer additional assistance

May travel to and from different locations inside and outside the County of Hidalgo for the purpose of interviewing and gathering information from a victim

Responsible for protecting the rights of the victim and survivors of violent crimes

May provide training within the criminal justice system and in the community to facilitate increased knowledge and understanding of family violence dynamics and to promote sensitivity to victims

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

One to two (1-2) years of social service, criminal justice, or related experience

Associate's degree in social service, criminal justice, or related field

Graduation from an accredited four (4) year college or university with major course work in social services or related field

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

### **Certificates, License and Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **THIS IS A SECURITY SENSITIVE POSITION**

Position requires gathering, decimating and storage of sensitive crime victim's documents and offense reports

### **BACKGROUND INVESTIGATION IS REQUIRED FOR THIS POSITION**

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

Ability to maintain full confidentiality about victims and their families

Must follow strict rules regarding the gathering, decimating, and storage sensitive crime victims' documents, reports, and other information

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations

Ability to read, write and speak both English and Spanish

Ability to write generalized report

Excellent interviewing and counseling skills

Ability to plan and organize effectively

Ability to establish and maintain effective working relationships with other county employees and officials, representatives of victim/witness advocacy and assistance groups, court personnel, attorneys and the general public

Ability to effectively present information and respond to questions from groups, supervisors and the general public

Must have some personal computer knowledge

Ability to learn new computer software

Must be familiar with MS Windows products

### **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:

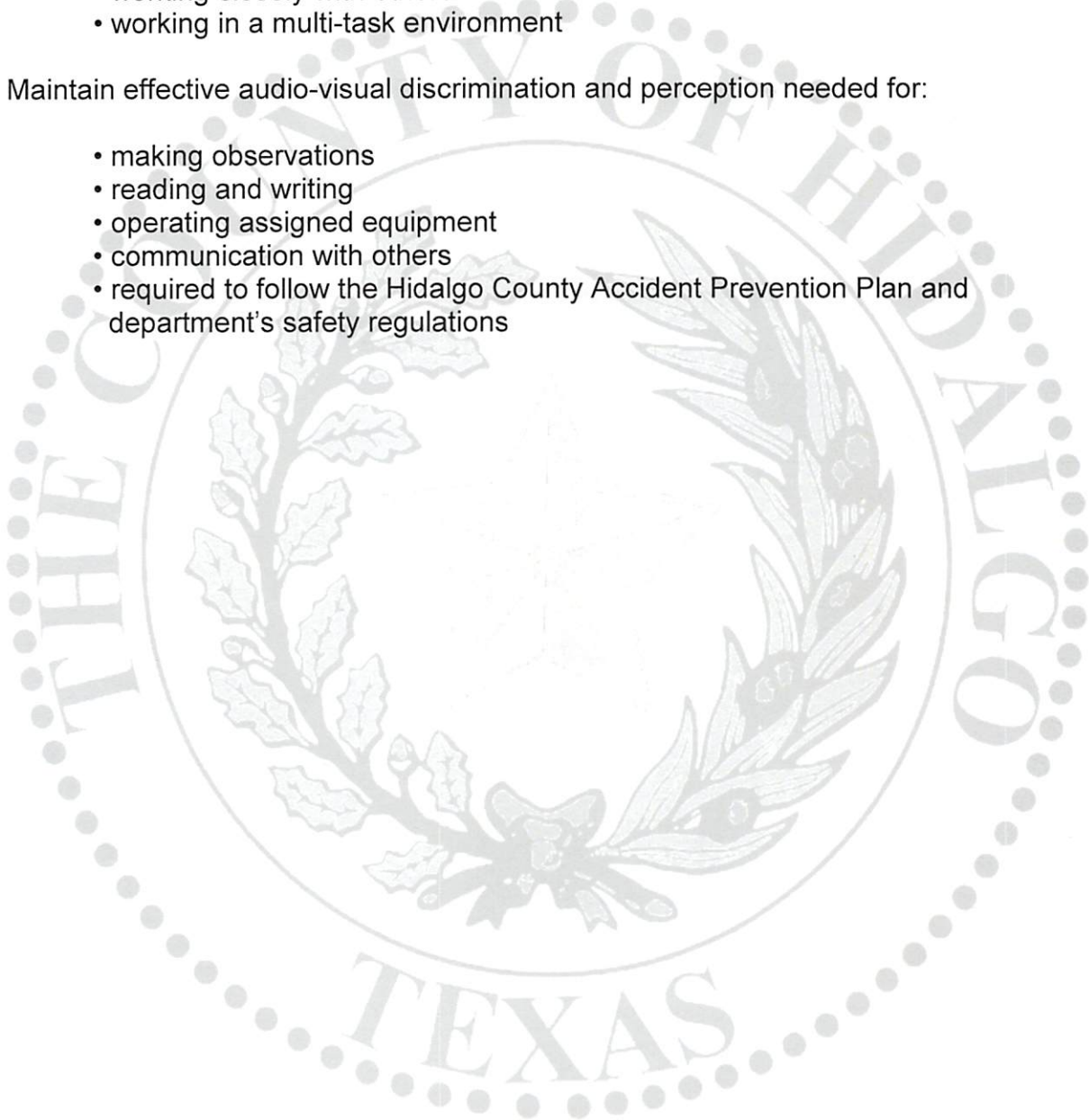
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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 DISTRICT ATTORNEY'S OFFICE**

## **CLERK I**

### **GENERAL DESCRIPTION**

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

### **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

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

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

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Six (6) months of experience with clerical operations

Graduation from a high school or equivalent (GED)

Experience and education may be substituted for one another

### **Certificates, Licenses, Registrations**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

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

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

### **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