

CLASS TITLE: Administrative Clerk	
GRADE LEVEL: 103	
STATUS: NON-EXEMPT	

Summary Objective

The purpose of this position is to greet and communicate with the public and performs clerical duties and to support the daily office operations. Work may vary dependent upon assigned department.

This job works under close supervision according to set procedures.

ESSENTIAL FUNCTIONS

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Greets the public and directs them to office locations for service or assistance, and answers telephone, takes messages and routes calls.
- Assists in the process of payroll.
- Assists in collecting Solid Waste and Water Service customer payments and related matters.
- Operates office equipment.
- Performs routine office tasks such as typing, data entry, filing, faxing, photocopying, and opening, stamping, and distributing mail and packages received in department.
- Files and retrieves materials and data from department computerized and manual filing systems; maintains the department's filing system.
- Processes and maintains a variety of daily, monthly, and yearly organizational forms, records, reports, and accounts including personnel records, payroll and budget, expenditure records, and equipment and supply requisition forms.
- Receives, screens, takes messages, and appropriately directs calls as needed; provides customer service to visitors and callers regarding information about or knowledge of specific department operations, policies, and procedures.
- Maintains office supply inventory; orders and stocks supplies as needed.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Some clerical or related experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

This Class Description does not constitute an employment agreement between the Webb County and an employee and is subject to change by the County as its needs change.



CLASS TITLE: Administrative Clerk	
GRADE LEVEL: 103	
STATUS: NON-EXEMPT	

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.



CLASS TITLE: Administrative Clerk	
GRADE LEVEL: 103	
STATUS: NON-EXEMPT	

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

SPECIAL CERTIFICATIONS AND LICENSES:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Webb County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

STANDARD CLAUSES

May be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the County.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.



CLASS TITLE: Administrative Clerk	
GRADE LEVEL: 103	
STATUS: NON-EXEMPT	

Employee Signature / Date

Supervisor Signature / Date

This Class Description does not constitute an employment agreement between the Webb County and an employee and is subject to change by the County as its needs change.

