

**Williamson County Job Description**  
**Department/Office: Mobile Outreach Team**  
**Grant Funded Position**

Job Title: Grant Clerk

FLSA: Non-Exempt

Pay Grade: B.18

Effective Date: 2020.02

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**JOB SUMMARY**

Reports directly to the MOT Senior Office Administrator, responsible for support tasks related to the Mobile Outreach Team's Texas Targeted Opioid Response Grant.

**EXAMPLES OF WORK PERFORMED**

- Maintains inventory and accurately tracks assets
- Assists with preparing training materials and logistics
- Enters confidential grant related patient data
- Uploads documentation into appropriate files
- Assists with grant related audits and document tracking
- Assists with flex fund documentation
- Attends all meetings as assigned
- Performs special duties as assigned

**ORGANIZATION RELATIONSHIPS**

- Reports directly to the Senior Office Administrator
- Direct Reports – No

**MINIMUM QUALIFICATIONS**

- A minimum of one (1) year of relevant office/administrative experience required
- Knowledge of basic software and office equipment
- Able to work in a fast-paced environment

**PREFERRED QUALIFICATIONS**

- Associate's degree in business or health related field
- Experience with confidential record keeping
- Experience with inventory and/or asset tracking

**PHYSICAL DEMANDS**

- Position involves prolonged sitting at a workstation, reaching, walking, twisting, bending, repetitive motions, and standing

**ENVIRONMENTAL FACTORS**

- Work is primarily indoors in an air-conditioned office
- Occasional travel between work sites as required

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**EMPLOYMENT TESTING**

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: No
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: N/A

**TOBACCO FREE WORKPLACE POLICY**

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

**ADDITIONAL INFORMATION**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

*Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.*