

## Job Title: Deputy Clerk I

**Department:** DPS Highway Patrol, Justice of the Peace, County Clerk Office, District Clerk's Office, Vehicle/Voter Registration, Sheriff's Office, Maintenance

**Immediate Supervisor:** Sergeant, Assistant to the Justice of the Peace, Supervisor Deputy Clerk, Deputy Clerk Chief, Deputy Clerk Office Manager, Lieutenant, Assistant Director Maintenance

**BRIEF DESCRIPTION OF THE JOB:** Performs secretarial, clerical and receptionist duties for the department. Performs special projects and duties as related to the department.

### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength  
Code

1) Performs secretarial and clerical duties by typing various correspondences and reports, filing, making files, entering data into computer, distributing mail and accepting payments and fees relating to the department.	L
2) Performs receptionist duties by answering telephones, taking messages and assisting visitors with questions and information.	S
3) Performs special assignments and projects related to the department such as preparing the docket, performing basic accounting functions, preparing and filing cases, issuing warrants and acting as language interpreter.	S
<b><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</b>	

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

Sedentary     Light     Medium     Heavy     Very Heavy

*Codes: for each physical demand code listed:*

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

Physical Demands	Frequency Code	Description
Standing	O	Making copies, filing, assisting at counter
Sitting	C	Desk work
Walking	O	To office equipment and departments
Lifting	F	Files and supplies
Carrying	F	Files and supplies
Pulling	F	File drawers
Pushing	F	File drawers
Using Fine Dexterity	C	Computer keyboard, calculator
Reaching	F	For files and supplies
Kneeling	R	Filing in lower drawers
Crawling	R	Plugging in equipment under desk
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Using Foot Controls	N	

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, telephone, copier, fax machine, postage machine, calculator, radio, typewriter, printers, cash register, microfiche machine, video equipment

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	Y
Physical Danger or Abuse	Y	Other (specify)			

<b>PRIMARY WORK LOCATION</b>			
Office Environment	X	Warehouse	Shop
Vehicle		Outdoors	Other:

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	F	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	F

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience:**

Under and including one year experience is required.

**Certifications and Other Requirements:** The following are dependant upon actual department assigned.

Notary Public

TLETS Certification

Deputation

Valid Texas Class C Driver's License

### **Supervisory:**

N/A

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 by the County Government as the needs and requirements of the job change.