

**Bell County, Texas**

**Job Description: 721  
July, 2001**

**Job Title: Deputy Clerk II**

Department: Constable=s Office  
 Immediate Supervisor: Constable

Brief Description of the Job:

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.

	Time	Strgth
1. Performs secretarial and clerical duties for the department by typing correspondences and reports, making files, filing, making copies, entering data into computer, assisting visitors with questions, processing forms and papers and managing records		S
2. Performs administrative duties by issuing licenses and certificates filing and processing cases, processing payments and generating various reports		S

\* Physical Strength Column: S - Sedentary    L - Light    M-Medium    H - Heavy    VH - Very Heavy

Physical Demands

Overall Physical Strength Demands:

Sedentary     Light     Medium     Heavy     Very Heavy

## Physical Demands

*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
Sitting	C	desk work
Walking	O	to other offices and office equipment
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	retrieving items from lower drawers
Crawling	R	plugging in equipment under desk
Twisting	F	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	
Other Driving		

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

Computer and related software, printers, telephone, copier, fax machine, typewriter, calculator, microfilm machine, cash register, radio

**Environmental Factors, Health and Safety, Primary Work Location:**

Exposure to frequency:

N = Never D = Daily S = Seasonal W = Several Times/Week Y = Yearly M = Several times/month

**Environmental Factors**

Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

**Health and Safety**

Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	U
Physical Danger/Abuse	Y	Other (Specify)			

**Primary Work Locations**

Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

**Protective Equipment Required:**

Hard hat

**Non-physical Demands:**

Frequency Codes: F = Frequently O = Occasionally R = Rarely C = Continuously N = Never

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/Teaming	C
Tedious or Exacting Work	F	Noisy and 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:**

Over one year up to and including two years experience is required.

### **Certifications and Other Requirements:**

Deputation

Notary Public

Valid Texas Class C Driver=s License

### **Supervisory:**

Work requires occasionally directing helpers, assistants, seasonal employees, interns or temporary employees.

### **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments 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 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. Meeting and discussions may be conducted with customers, brokers and sales representatives.

