

Job Title: Supervisor Deputy Clerk

Department: District Clerk's Office, County Clerk's Office

Immediate Supervisor: Chief Deputy Clerk, County Clerk

BRIEF DESCRIPTION OF THE JOB: Performs secretarial and administrative duties for the department. Supervises personnel and performs special functions as required.

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.

Percentage
of Time

Physical
Strength
Code

1) Performs secretarial duties by entering data into computer, answering telephones, taking payments, greeting and providing information for visitors, making copies and files and filing paperwork and files.	40%	S
2) Performs administrative duties by maintaining, processing and preparing various forms, files and paperwork related to the department, compiling various reports and statistics, preparing bank transactions, performing basic accounting functions, scheduling meetings and appointments and performing other duties as required.	40%	S
3) Supervises personnel by assigning work duties, assisting personnel as needed, providing training and conducting meetings.	20%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

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 visitors
Sitting	C	Desk work
Walking	O	Around office, to other departments
Lifting	F	Files and supplies
Carrying	F	Files and supplies
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	C	Computer keyboard, calculator
Reaching	F	For files and supplies
Kneeling	R	Filing in lower drawers
Crawling	N	
Twisting	O	From computer to telephone
Climbing	R	Step stool
Balancing	R	On step stool
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Computer and related software, typewriter, printer, fax machine, copier, binding machine, cash register, microfiche machine, calculator, telephone

Environmental Factors:

Exposure to and frequency:

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

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

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

PRIMARY WORK LOCATION		
Office Environment	X	Warehouse
Vehicle		Outdoors

Protective Equipment Required:

N/A

Non-physical Demands:

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

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

Over five years up to and including six years experience is required.

Certifications and Other Requirements:

Deputation and Oath of Office

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

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.