

Job Description: PART TIME ADMINISTRATIVE CLERK

Class No.	623-PT	Department:	Sheriff's Office
Position No.	560-8700	EEOC Category:	Administrative Support
Pay Group:	13	FLSA:	Non-exempt

SUMMARY OF POSITION

This position provides a variety of accurate, general clerical support works requiring the application of various moderately complex work methods and procedures.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Sheriff or the Administrative Supervisor. This is a non-supervisory position that has regular contact with other Sheriff's Office employees, other county employees, the general public, and other local, state, and federal agencies.

EXAMPLES OF WORK

Essential Duties*

Operate a typewriter, adding machine, calculator, copier, computer, multi-phone lines, fax machine, time clock, and/or any other office machine pertaining to the function of this position;

Will perform a variety of clerical functions as needed, including answering and directing incoming calls, taking messages, answering questions, typing, filing, making copies, posting information, faxing, greeting the public;

Will prepare and mail out all out going mail, including all legal correspondence; will keep an accountability of all stamps;

Open and close money till; process funds received with receipts written and deposits made;

Processes open records requests for copies of incident and offense reports, fingerprints, background checks, etc., collects fees and issues receipts;

Opens, sorts, and distributes mail for the Sheriff's Office and forwards incoming mail to the Jail;

Oversees the ordering and inventory of office supplies;

Processes work orders for repair of office machinery;

Checks that all copiers and printers have adequate paper supply;

Assists the Crime Analyst with the registration of sex offenders;

Other Important Duties*

Performs such other duties as may be assigned.

CLASS NO. 623 *(Continued)*

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: bookkeeping procedures and standard office practices and procedures.

Skill/ability to: perform a volume of numerical detailed work with speed and accuracy and make mathematical computations with or without mechanical assistance; operate ten-key calculator by touch; understand and follow instructions; prepare documents and reports in a systematic, neat, and legible manner; operate or learn to operate a computer using standard work processing and date inquiry software packages; establish and maintain effective working relationship with other county employees, officials, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from High School or a General Education Development (GED) certificate is required including courses in bookkeeping or accounting, plus at least two years of progressively responsible clerical and/or secretarial experience, (experiences with a governmental entity desirable); Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 25 pounds. Work is primarily conducted indoors in an office environment. The noise level in the work environment is usually moderate. Specific vision abilities required by this job include close vision. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:
623-Administrative Clerk**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

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

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.