

Job Description: ACCOUNTING CLERK/MAIL CLERK

Class No. 634
Position No. 570-8500
Pay Group: 14

Department: Jail
EEOC Category: Administrative Support
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 Jail Administrator. This is a non-supervisory position and has regular contact with department employees, employees in other county departments, the general public, and other local, state, or federal agencies.

EXAMPLES OF WORK

Essential Duties*

- Operate a calculator, copier, computer, multi-phone lines, fax machine and/or any other office machines pertaining to the function of this position;
- Perform a variety of clerical functions as needed, including answering and directing all incoming calls, taking messages, answering questions, typing, filing, making copies, faxing, greeting the public, etc.;
- Prepare, and mail out all outgoing mail, including all indigent and legal mail;
- Sort and scan all incoming mail for each hall;
- When Records Clerk is out this position processes all outgoing inmate files, along with regular duties;
- This position is considered a floater which assists other Jail Administration Clerks when needed;
- And any other duties and tasks assigned by the Jail Administrator and Assistant Jail Administrator.
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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.

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 to 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 20 lbs. This position may be required to lift/carry a SCBA breathing apparatus in case of emergency weighing up to 35 lbs. Work is

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conducted inside a jail environment with occasional exposure to hostile or violent people, bodily injury, contagious diseases, high noise areas and unfavorable fumes and odors.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Some accounting procedures and standard office practices and procedures.

Skill/Ability to: Perform a volume of numerical detail work with speed and accuracy and make mathematical computations with or without mechanical assistance; understand and follow instructions; operate or learn to operate a computer using standard work processing and data inquiry software packages; establish and maintain effective working relationship with other county employees, officials, and the general public; maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING AND REQUIREMENTS

Graduation from High School or a General Education Development (GED) certificate is required. Must be a US citizen; must be at least 18 years of age; must not have a felony conviction or be on probation; must secure and maintain a favorable background investigation from the Guadalupe County Sheriff's Office; must pass a doctor's physical, drug test and psychological test; must secure and maintain TCLEOSE Basic Jailer Certification within one year from employment date. At least two years of clerical and/or secretarial experience, (experiences with a governmental entity desirable).

CERTIFICATES AND LICENSES REQUIRED

A Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

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:
634-Accounting Clerk/Mail 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.