

Job Description: CLERK I

Class No.
Position No. 635-
Pay Group: 4/1

Department: Environmental Health
EEOC Category: Administrative Services
FLSA Status: Nonexempt

SUMMARY OF POSITION

The Clerk I position facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Environmental Health Director
2. Directs: This is a non-supervisory position
3. Other: Contact with other county departments, contractors, and the general public

TYPICAL FUNCTIONS

- Perform duties such as: greeting the public, answering telephones, and providing general information.
- Answers technical inquiries concerning on-site sewage system, floodplain, platting, and code compliance.
- Maintains visitor log for the Development Center.
- Prepare monthly statistical reports.
- Assists with managing time keeping system and employee timecards.
- Assists with permit intakes and payment processing.
- Distributes office mail.
- Updates and maintains department forms.
- Establishes and maintains office files, inventory, and resource materials.
- Places supply orders, receive purchases, verify quantities received, amounts charged, and purchase order numbers, and forwards invoices to County Auditors office.
- Drafts reports, memos and correspondences.
- Operate basic office equipment, including multi-phone line system to support the Development Center.
- Performs other duties as may be assigned.

TYPICAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office management systems and procedures.
- Time management skills and ability to prioritize work.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office, Excel, Outlook and other related software.
- Excellent organizational skills and attention to detail.
- Ability to work independently.

MINIMUM QUALIFICATIONS

- High school diploma, or its equivalent.
- Minimum of 2 years of experience as a clerk.
- Preferably bilingual in English/Spanish

CERTIFICATE AND LICENSE REQUIRED

- Current Notary Public in Texas certificate or commissioned within 1 year of employment.
- Valid Texas Driver's license. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is primarily performed in the office.
- The employee is required to walk, sit, stand, and bend.
- May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 10 pounds.

- The employee must be able to inspect planning and permit documents.
- Substantial contact with the public, other County departments and other governmental agencies that require the ability to communicate effectively.
- The ability to operate a personal computer is required.
- Responds to emergencies and local public health occurrences of urgent nature during and beyond the standard hours of operation.
- Work is normally reviewed, and deadlines are to be met.

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:

-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.