



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Clerk IV	Job Code:	6001100	Job Grade:	08
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9131
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C, or D	EEO Code:	F04

Summary of Functions: Performs a variety of complex support tasks for judges, managers, or supervisors, etc. which may include: preparation, processing and reconciling a variety of documents and/or records; researching and resolving problems/issues; may balance and monitor accounts; and interact effectively with the public. May act as group/team lead under a manager or supervisor. Relies on experience and judgment to plan and accomplish assigned tasks, under minimum supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Acts as a subject matter expert and team leader to provide guidance and training to staff and others to include: <ul style="list-style-type: none"> ▪ Developing policies and procedures, ▪ Coordinating/monitoring tasks, ▪ Updating and training on policies and procedures, and ▪ Preparing training materials and aids. 	25	E
2. Prepares routine correspondence, completes forms and other documents, and serves as a liaison to other departments and the public.	20	E
3. Researches, compiles and analyzes data to respond to inquiries, problems, issues, exceptions and to resolve discrepancies.	10	E
4. Collects, inputs and reconciles data, funds or inventories and prepares reports.	10	E
5. Utilizes expertise to verify accuracy of information, policies and procedures and accounts to ensure follow through and compliance with applicable County, State and Federal statutes.	10	E
6. Utilizes department-specific and county-wide specialized and general computer systems for data input, retrieval, purchasing, inventory, etc. May provide routine computer support to the section, including: <ul style="list-style-type: none"> ▪ Accessing data, ▪ Ordering supplies, ▪ Maintaining inventory, ▪ Generating and maintaining reports and schedules, ▪ Training clerical staff on computer applications, 	10	E

- Resolving routine problems and coordinating with I.T. services, and
- Stays abreast of changes in laws, policies and procedures that impact the section or area and reviews section material to ensure changes are reflected.

7. May assist in employee related issues such as: 10 E
- Participating in the interviewing process,
 - Maintaining time and attendance data and reconciling payroll related issues,
 - Coordinating leave activities, and
 - Ensuring employees receive appropriate training.
8. Performs other duties as assigned. 05 N

* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED program. Four (4) years job related experience or 60 hours of college or a combination of the two. Experience in a customer service environment a plus.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 35 wpm or 70 kspm, with knowledge of computer applications and standard word processing software. Candidates for all clerical, administrative and/or secretarial positions will be required to take and pass at least one skill(s) test(s) which will be determined by the Elected Official or Department Head based on the position and the operational needs of the department. Testing may include one or more of the following: 10-key, Coding, Data entry, Filing, Grammar, Math, MS Excel, MS Word, Proof Reading, Spelling, Sorting, Timed Typing (3 minute). Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E4=40, VM2C=20, PD1A=5, WH1A=5, WE1A=5, IC2C=35, DL3=20, PS2=15, RE1C=15, SF2A=15, TTL= 275

Supervisor Signature _____ Date _____

Reviewed by Human Resources/Civil Service on _____ Date 5/2003

Approved by Civil Service Commission on _____ Date 6/16/03, 9/20/04, 10/18/04, 7/18/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and

requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.