



## DALLAS COUNTY JOB DESCRIPTION

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<b>Job Title:</b>	Clerical Assistant I	<b>Job Code:</b>	6000300	<b>Job Grade:</b>	03
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9311
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C or D	<b>EEO Code:</b>	F04

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**Summary of Functions:** Performs a variety of very defined support tasks which may include: organizing and maintaining records and files, issuing and maintaining supplies and equipment, processing and delivering mail, and other clerical related duties. Works within a well-defined framework of policies and procedures, under immediate supervision.

**Management Scope:** N/A

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<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Organizes and maintains records and files.	20	E
2. Issues and maintains supplies and equipment.	20	E
3. Processes and delivers mail.	20	E
4. Processes routine items and records.	20	E
5. Operates office equipment as assigned.	15	E
6. Performs other duties as assigned.	05	N

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\* *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:

Completion of 10<sup>th</sup> grade from an accredited high school with the ability to read, write and perform basic mathematical computations, and understand and follow written/verbal instructions.

#### Special Requirements/Knowledge, Skills & Abilities:

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 walking, standing, sitting, climbing or bending, and ability to lift and carry up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS10=80, E0=5, VM1B=10, PD1C=15, WH1B=10, WE2C=20, IC1A=5, DL1=5, PS1=10, RE1A=5, SF1A=5, TTL: 170

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003

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.