



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Clerk III	Job Code:	6000200	Job Grade:	07
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 which may include: processing a variety of documents; drafting routine correspondence; resolving questions and problems; providing information; researching files and records; and assisting with the training of Level I and Level II clerks. Works within a well-defined framework of policies and procedures, under minimum supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Resolves problems/issues and responds to inquiries from Level I/II clerks, customers, and other entities.	20	E
2. Reviews, validates and processes a variety of complex documents, data, reports and other materials requiring specialized knowledge.	20	E
3. Collects, inputs and reconciles data, funds or inventories and prepares appropriate reports.	20	E
4. Utilizes department-specific and county-wide specialized and general computer systems for data access, input, retrieval, purchasing, inventory, etc..	15	E
5. May assist supervisor in training staff and performing quality control duties to ensure compliance with policies and procedures.	10	E
6. Maintains a variety of files and records and releases information according to the County's policies and procedures while maintaining confidentiality of records.	10	E
7. 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. Three (3) years job related experience or 45 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. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships and excellent customer service with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting, walking and/or standing and ability to lift files, boxes, and copies up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E3=30, VM3C=25, PD2B=15, WH1A=5, WE1C=5, IC3B=35, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL: 250

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date 5/2003

Approved by Civil Service Commission on _____

Date 6/16/03, 10/18/04

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.