



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Clerk I – Receptionist	Job Code:	600290	Job Grade:	05
Reports To:	Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9311
				WC Code:	8810
Division:	Various	CS Code:*	A, B, C or D	EEO Code:	F01

Summary of Functions: Performs routine support tasks which includes: greeting visitors, handling incoming telephone calls, routing calls, taking messages, scheduling appointments, responding to routine inquiries and performing other general support duties as assigned. Works within a well-defined framework of policies and procedures, under immediate supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Answers and routes incoming telephone calls, takes messages and answers routine inquiries.	50	E
2. Greets, directs and assists visitors.	20	E
3. Verifies, corrects and enters data into computer systems and extracts data and/or files.	15	E
4. Performs general office duties which may include typing, maintaining filing system, logs, and records; copying, collating and assembling reports and packets; and ordering office supplies as requested.	10	E
5. 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.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 25 wpm or 50 kspm. 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 and standing and ability to lift files, boxes, and copies up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E0=5, VM1C=15, PD1C=15, WH1B=10, WE1C=5, IC1C=25, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL: 210

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003, 8/18/2003

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.