



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Clerk III	<b>Job Code:</b>	6000200	<b>Job Grade:</b>	07
<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>	9131
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C, or D	<b>EEO Code:</b>	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

<b>Duties and Responsibilities:</b>	% 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. 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 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 10/20/14

Approved by Civil Service Commission on

Date 10/20/14

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.