



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Clerk II	<b>Job Code:</b>	6000900	<b>Job Grade:</b>	06
<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 moderately complex support tasks which may include: inputting, processing and distributing a variety of documents and records; collecting, compiling, filing and maintaining data; reconciling data, funds or inventory; and interacting with the public to provide excellent customer service. Works within a well-defined framework of policies and procedures, under moderate supervision.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	% of Time	Essential Non-essential
1. Receives, prepares, verifies and processes a variety of documents, instruments, records, bills, payments and receipts.	20	E
2. Inputs data to complete routine correspondence, forms, reports and documents.	20	E
3. Researches, locates, pulls and prepares a variety of documents, records and other assigned data.	20	E
4. Effectively answers routine inquiries and resolves basic customer service issues.	20	E
5. Collects, inputs, updates and reconciles data, funds or inventory and maintains filing/storage of documents and supplies.	15	E
6. 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. Two (2) years job related experience or 30 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 30 wpm or 60 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, E2=20, VM2C=20, PD1C=15, WH1A=5, WE1A=5, IC2C=35, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL=235

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

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003, 6/21/2004, 8/24/2004, 7/18/2005

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.