



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Clerk I	Job Code:	600070	Job Grade:	05
Reports To:	Supervisor	Pos. No:	Various	SIC Code:	9211
Department:	Various	Loc. Code:	Various	FLSA Code:	N
				WC Code:	8810
Division:	Various	CS Code*:	A, B, C, D or C-JD	EEO Code:	F04

Summary of Functions: Performs limited routine support tasks primarily involving customer service and support/clerical activities which may include: processing requests for information; entering and maintaining data; answering routine inquiries; and filing and maintaining data, correspondence, files, reports, etc. 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. Performs support/clerical duties to include alphabetizing, indexing, verifying, filing and maintaining documents, materials and files.	20	E
2. Interacts effectively with the public or other departments by answering routine inquiries and processing requests for information.	20	E
3. Inputs, accesses and maintains databases, files and other documents.	20	E
4. Prepares and/or processes a variety of documents, instruments, records, bills, or vouchers.	20	E
5. May accept, track, and distribute monies, records, correspondence, materials, files and information to appropriate persons, agencies and other entities.	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.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 25 wpm or 50 kspm. 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 provide excellent customer service to other County employees and the general public.

Juvenile Department: *“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”*

Physical/Environmental Requirements:

May require prolonged sitting, standing, walking and ability to lift files, boxes, and other materials up to 25 pounds, 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’s Signature _____ Date _____

Reviewed by Human Resources/Civil Service on _____ Date 5/2003, 02/2014_____

Approved by Civil Service Commission on _____ Date 6/16/2003, 9/22/2005_____

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.