



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Chief Clerk	Job Code:	6011800	Job Grade:	E
Reports To:	Elected Official	Pos. No:	Various	SIC Code:	9131
Department:	Constables Office	Loc. Code:	Various	FLSA Code:	E
Division:	Administration	CS Code*:	A	WC Code: 8810	
				EEO Code:	IO1

Summary of Functions: Serves as an administrative assistant to an Elected Official by managing the daily administration and operations of several areas of responsibility by planning, assigning and supervising the work of others, establishing goals and objectives, developing schedules, priorities and standards for achieving goals, and coordinating and evaluating program activities.

Management Scope: Supervises department managers and all non-exempt support staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Plans, organizes, delegates, and oversees the daily operations of several areas of responsibility to ensure compliance with applicable laws, policies, and procedures.	30	E
2. Oversee the office to ensure staffing coverage is adequate, productivity standards are met and are effective; provide feedback to department managers and staff; collect data for performance measures; and generate activity reports and statutory reports to the respective governmental agencies; oversee daily receipts and deposits to ensure balance and accuracy; oversee payroll time and attendance to ensure accuracy.	25	E
3. Research and maintain comprehensive knowledge and understanding of applicable laws, criminal and civil procedures, policies and procedures to effectively communicate with staff, colleagues, elected officials, department heads, judges, attorneys, pro-se litigants, assistant district attorneys, law enforcement and other professionals to resolve problems, answer questions, and modify policies and procedures.	20	E
4. Hire and train supervisory and support staff, develop and implement goals and objectives, performance measures, and techniques to evaluate performance and initiate disciplinary actions, prepare scheduling and productivity and workload statistical reports for employees.	10	E
5. Represent the department in oral presentation, hearings, legislative meetings, interacting with the judiciary, law enforcement, and other agencies to communicate ideas and resolve problems.	10	E
6. Order and maintain inventory of office consumables, ensure all office equipment is working as required and serviced as necessary, perform other duties as assigned.	05	E

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university. Two (2) years of work related experience in a legal, business or governmental field.

Special Requirements/Knowledge, Skills & Abilities:

Proficient in office software applications. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Requires thorough knowledge of local, state and federal laws, rules and regulations specific to the area of responsibility. Working knowledge of court procedures.

Physical/Environmental Requirements:

Standard office environment. May be required to stand, walk and sit for prolonged periods. Ability to lift and carry up to 25 lbs., unassisted.

Hay Points/Point Factor: KH: EI3 – 200, PS: D3(29%)-57, AC: C1P – 76, Total: 333, KH/PS/AC: 60-17-23, Profile: +2

Supervisor's Signature _____ Date _____

Reviewed by Human Resources/Civil Service on _____ Date 3/9/2014

Approved by Civil Service Commission on _____ Date 3/17/2014

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.