

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK II -
Application Processing

SALARY GROUP: A07

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paula Gilbert DATE: 01/08/2015

POSITION #: 004014

I. JOB SUMMARY

Performs routine human resources clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares, proofs, and distributes information and documentation; answers inquiries regarding forms, records, policies, and procedures; assists the public and staff in completing forms; and assembles and mails information.
 - B. Compiles, organizes, and tabulates data; posts information to agency records; modifies forms and records; and maintains files and records to include automated information systems.
 - C. Codes, enters, verifies, retrieves, and tracks data in an automated information system; opens, date stamps, sorts, and routes mail; and maintains materials and supplies.
 - D. Screens and verifies applicant information; and prepares and maintains related records.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from an accredited senior high school or equivalent or GED.
 - 2. Clerical, secretarial, administrative support, or technical program support experience preferred.
 - 3. Computer operations experience preferred.

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B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to prepare and maintain complex records and files in an automated system.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.
8. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, hand truck, wheel cart, dolly, pallet jack, and automobile.