

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK III –
Correctional Staffing

SALARY GROUP: A09

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: 10/01/2014

POSITION #: 004139

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Compiles, organizes, and tabulates statistical information and prepares and reviews related correctional staffing reports; performs data entry, retrieval, and data searches; reviews and posts information to agency records; modifies forms and records; and assists in resolving discrepancies in computer records and other sources of information.
 - B. Prepares, reviews, and distributes information and documentation to agency employees and applicants; answers inquiries regarding forms, records, policies, and procedures; assists the public and staff in completing forms; and assembles and mails information.
 - C. Responds to inquiries requiring research and consolidation of data from a variety of sources; prepares responses to non-routine correspondence; provides guidance and assistance to others in maintaining records; maintains files and records to include automated information systems; and maintains materials and supplies.
 - D. Arranges and schedules applicant testing and interviewing; screens and verifies applicant information; and prepares and maintains related reports.
 - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Human resources experience preferred.
4. Computer operations experience preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Knowledge of correctional staffing and human resources principles and procedures 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 interpret and apply rules, regulations, policies, and procedures.
7. Skill to problem-solving techniques.

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8. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
9. Skill in the electronic transmission of communications.
10. Skill to prepare and maintain complex records, files, and reports in an automated system.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.
12. 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, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 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, and automobile.