

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK IV -
Employee Identification Cards and Mailroom

SALARY GROUP: A11

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: 02/14/2014

POSITION #: 004429

I. JOB SUMMARY

Performs advanced clerical work. Work involves coordinating clerical activities to include compiling and tabulating data, checking documents for accuracy, handling and transporting documents and inventory, and maintaining files. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs clerical work in support of the agency photo and identification card program; and prepares reports and related documents.
- B. Receives, stores, and issues employee identification cards; enters, updates, reviews and retrieves information from automated information systems; and files hard-copy and automated records, reports, and other documents.
- C. Opens, date-stamps, classifies, sorts, and routes mail; delivers, picks up, and receives documents, supplies, equipment, and materials; and maintains an adequate inventory of supplies.
- D. Performs back-up receptionist and telephone switchboard duties to include use of a multi-line telephone; and answers inquiries regarding the photo identification card process and departmental operating procedures.
- E. Reviews, edits, and reconciles discrepancies in reports submitted by unit and departmental human resources offices to ensure compliance with human resources and agency policies, procedures, rules, and regulations.

* 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. Three 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.

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. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
7. Skill to prepare and maintain complex records, files, and reports in an automated system.
8. Skill to review technical data and prepare technical reports.
9. Skill to plan work in order to meet established guidelines.
10. Skill in the electronic transmission of communications.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to type 45 words per minute (with no more than 10 errors) preferred.

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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, 15-44 lbs. and over, 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, digital camera, dolly, wheel cart, telephone, and automobile.