

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II -  
Desktop Computing Maintenance Depot

SALARY GROUP: A07

DEPARTMENT: Information Technology 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: Mike Steigerwald DATE: 02/16/2012

POSITION #: 008210

**I. JOB SUMMARY**

Performs routine 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. Receives shipments for equipment and supplies; inspects for damages and compliance with specifications; and ensures accurate quality and quantity.
- B. Picks up, delivers, and unloads parts and equipment; prepares and packages equipment for shipping; schedules the transfer and shipping of equipment and components; and arranges for the repair of equipment.
- C. Performs data entry and retrieval; performs arithmetic computations; compiles and tabulates data; tracks equipment and posts information to agency records; and files and maintains supplies, forms, records, and reports.
- D. Stores and issues parts and equipment; assists in conducting physical inventory; proofs inventory reports against physical balances; and ensures data entry corrections are made.
- E. Answers inquiries regarding policies and procedures; assists the public and staff in completing forms; and provides information by mail or phone.

\* 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. Supply, inventory and stock control, or property accounting experience preferred.
3. Must possess a valid driver's license.

Must maintain valid license for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of customer service methods and techniques.
2. Knowledge of program terminology, policies, and procedures.
3. Knowledge of methods and procedures used in receiving, storing, and issuing stock.
4. Knowledge of data entry procedures and document flow preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to plan work in order to meet established guidelines.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to effectively and efficiently transfer equipment and components from one location to another.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to perform data entry and retrieval of files.

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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., 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, dolly, telephone, and automobile.