

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK III -
Packing and Processing Plant

SALARY GROUP: A09

DEPARTMENT: Agribusiness, Land and Minerals

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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: Matt Demny DATE: 06/24/2011

POSITION #: 023099

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Prepares and reviews reports, purchase orders, correspondence, requisitions, records, and other documents ensuring conformance to rules, regulations, policies, and procedures.
 - B. Performs data entry, retrieval, and data searches; reviews and posts information to agency records; compiles, organizes, and tabulates data; and assists in preparing financial statements and documents.
 - C. Maintains files and records to include freezer inventory.
 - D. Answers and routes telephone calls; responds to requests for information; and answers inquiries regarding rules, regulations, policies, and procedures.
- * 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. Two years full-time, wage-earning clerical, secretarial, bookkeeping, or accounting 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 for a maximum substitution of one year.

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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 interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to type 45 words per minute (with no more than 10 errors).
11. Skill to plan work in order to meet established guidelines.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, 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, slippery or uneven walking surfaces, 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.