

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK III -  
Trust Fund

SALARY GROUP: A09

DEPARTMENT: Commissary and Trust Fund

Page 1 of 2

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: Eric R. Johnston DATE: 04/27/2012

POSITION #: 031047

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Prepares, reviews, and proofs reports, correspondence, accounting transactions, deposits, withdrawals, vouchers, and other forms.
  - B. Compiles, organizes, and tabulates data; reviews and posts information to agency records; modifies forms and records; and performs data entry, retrieval, and data searches.
  - C. Answers inquiries regarding policies and procedures; assists others in completing forms; and assembles and mails information packets.
  - D. Maintains files, records, and documents in an automated system.
- \* 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, or accounting clerical experience.
  - 3. Computer operations experience preferred.

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Page 2 of 2

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 in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill to perform computations and numerical detail work.
11. Skill in electronic transmission of communications.
12. Skill to operate 10-key calculator by touch preferred.
13. 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 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, and automobile.