

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II -  
Trust Fund

SALARY GROUP: A07

DEPARTMENT: Commissary and Trust Fund

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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: Eric R. Johnston DATE: 12/02/2015

POSITION #: 031063

**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. Reviews trust fund accounts; performs calculations; and prepares, maintains accountability for, and forwards disbursements and deposits for data entry.
  - B. Files and maintains forms, records, and reports; and prepares and proofs correspondence, records, and other documents.
  - C. Retrieves and distributes documents, supplies, equipment, records, offender files, and other items to agency offices and unit locations; opens, sorts, and distributes mail; and maintains logs of document processing and other related records.
  - D. Performs receptionist and telephone switchboard duties.
- \* 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. Clerical, secretarial, administrative support, or technical program support experience preferred.
  - 3. Computer operations experience preferred.
  - 4. Valid Class C Driver License.

Must maintain valid license(s) for continued employment in position.

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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 interpret and apply rules, regulations, policies, and procedures.
4. Skill to prepare and maintain complex records and files in an automated system.
5. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.
6. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
7. Skill to operate 10-key calculator by touch preferred.
8. 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, climb stairs, 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.