

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II -  
Regional Security Administration

SALARY GROUP: A07

DEPARTMENT: Correctional Institutions 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: R.C. Thaler DATE: 08/01/2011

POSITION #: 033082

**I. JOB SUMMARY**

Performs routine clerical work in a Regional Director's office. 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 judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Types and performs word processing; and assists in preparing and prepares reports, correspondence, and other documents ensuring conformance to rules, regulations, policies, and procedures.
  - B. Maintains records and files to include automated filing systems; compiles, organizes, and tabulates data; performs data entry, retrieval, and data searches; and prepares related reports.
  - C. Maintains logs of work progress, document processing, and other records; posts information to agency records; and opens, stamps, sorts, and distributes mail.
  - D. Answers the telephone; 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. Clerical or secretarial experience preferred.
  - 3. Computer operations experience preferred.

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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 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 and files in an automated system.
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 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, 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.