

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK IV –  
Substance Abuse Treatment Program

SALARY GROUP: A11

DEPARTMENT: Rehabilitation Programs 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: Pam Carey DATE: 07/222016

POSITION #: 045202

**I. JOB SUMMARY**

Performs advanced clerical work. Work involves coordinating clerical activities; compiling and tabulating data; checking documents for accuracy; handling and transporting documents; and maintaining files. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares, reviews, edits, and reconciles discrepancies in reports, correspondence, summaries, manuals, vouchers, requisitions, records, and other related forms ensuring conformance to rules, regulations, policies, and procedures; prepares and edits charts, graphs, and tables; and types and performs word processing duties to include revising and modifying formats, forms, and records.
- B. Collects, monitors, and maintains technical and statistical data; reviews and performs data entry, retrieval, and data searches; posts, reviews, and edits information to agency records; and receives, sends, and distributes fax transmissions.
- C. Maintains logs of work progress, document processing, and other records; makes copies; maintains administrative files and records to include automated information systems; opens, sorts, and distributes mail; and maintains substance abuse reports, files, materials, and supplies.
- D. Answers telephones; refers calls to appropriate staff; responds to requests for information; answers inquiries regarding rules, regulations, policies, and procedures; and maintains office schedules and appointments.

\* 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. Three years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience to include one year computer operations.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**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 complex records and files in an automated system.
9. Skill in the electronic transmission of communications.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to type 45 words per minute (with no more than 10 errors).

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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, 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, calculator, copier, fax machine, dolly, telephone, and automobile.