

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK II -
Sex Offender Rehabilitation Programs

SALARY GROUP: A07

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: Joseph A. Bon-Jorno DATE: 6/04/2015

POSITION #: 045229

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. Types and performs word processing; and prepares and proofs reports, correspondence, records, and other forms ensuring conformance to rules, regulations, policies, and procedures.
 - B. Compiles, organizes, and tabulates data; performs data entry and retrieval; and posts information to agency records.
 - C. Maintains tracking of work progress, document processing, and other records in an automated information system; and maintains files, materials, and supplies.
 - D. Responds to inquiries regarding program policies and procedures; assists the public and staff in completing forms; and performs back-up receptionist and telephone switchboard duties.
 - E. Transports, unloads, and delivers mail, documents, supplies, and other items to and from agency offices and unit locations.
- * 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 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 communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
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 in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
9. 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.