

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK III –
Facility Coordinator

SALARY GROUP: A09

DEPARTMENT: Communications

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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: Joe Miles DATE: 04/12/2016

POSITION #: 046058

I. JOB SUMMARY

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

II. ESSENTIAL FUNCTIONS

- A. Prepares, reviews, and maintains reports, correspondence, manuals, vouchers, logs, requisitions, records, and other forms; performs data entry, retrieval, and data searches; and ensures compliance to rules, regulations, policies, and procedures.
- B. Conducts daily building and equipment inspections; contacts vendors and maintenance staff for needed repairs and services; prepares and maintains logs of work orders, work status, and document processing; and provides liaison with employees regarding building cleanliness, safety, and maintenance issues.
- C. Receives, stores, and issues consumable supplies; inspects merchandise for quality and compliance with specifications; maintains inventory of materials, supplies, and fixed assets; arranges the scheduling and transfer of surplus property; transports documents, equipment, and materials; and prepares and maintains related paperwork to include safety policies and issues and Material Safety Data Sheets as required.
- D. 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.

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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. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.
3. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of business or program terminology and state agency office, warehousing, and purchasing policies and procedures.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of automated accounting, inventory and stock control, property management, or purchasing systems preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to prepare and maintain complex records and files in an automated system.
10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
11. Skill to plan work in order to meet established guidelines.
12. Skill to organize, assign, and review the work of others.
13. Skill to type 30 words per minute (with no more than 10 errors) preferred.

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