

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK II -
Mail Room

SALARY GROUP: A07

DEPARTMENT: Parole 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: Stuart Jenkins DATE: 03/24/2015

POSITION #: 051143

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. Opens, date-stamps, classifies, sorts, and routes mail; assists in maintaining records on postage, registered mail, and packages; assembles and mails information packets; and delivers, picks up, and receives documents, supplies, equipment, and materials.
 - B. Posts information to agency records; modifies forms and records; maintains files, materials, and supplies; and performs data entry and retrieval.
 - C. Answers telephones; and responds to requests for information regarding rules, regulations, policies, and procedures.
 - D. Makes arrangements for repairs and services; and inspects and verifies merchandise for compliance with specifications.
- * 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.

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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 prepare and maintain accurate records, files, and reports.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to type 45 words per minute (with no more than 10 errors) preferred.
9. Skill in the electronic transmission of communications 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, 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, and 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, postage machine, typewriter, calculator, copier, fax machine, telephone, and automobile.