

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK III –  
Review and Release Processing

SALARY GROUP: A09

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: 03/14/2012

POSITION #: 051185

**I. JOB SUMMARY**

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

**II. ESSENTIAL FUNCTIONS**

- A. Prepares, reviews, and proofs correspondence, reports, summaries, manuals, and other documents ensuring accuracy and conformance to rules, regulations, policies, and procedures; compiles, organizes, summarizes, and tabulates data; and prepares charts, graphs, and tables.
  - B. Reviews and posts information to agency records; performs data entry, retrieval, and data searches; and maintains logs of work progress, document processing, and other records.
  - C. Maintains files and records to include automated information systems; maintains materials and supplies; and distributes records, files, and other documents.
  - D. Responds to requests for information; and answers inquiries regarding rules, regulations, policies, and procedures.
  - E. Answers telephones; maintains office schedules and appointments; opens, sorts, and distributes mail; makes copies; and sends, receives, and distributes fax transmissions.
  - F. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- \* 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 or secretarial experience to include computer operations.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.  
For details see: <http://www.tdcj.state.tx.us/vacancy/hr-home/tletseligibility.html>

**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 accurate records, files, and reports.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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10. Skill in the electronic transmission of communications.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to make arithmetic computations.
13. Skill to type 45 words per minute (with no more than 10 errors).

**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, 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.