

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: CLERK II –
Board of Pardons and Paroles
Central Communications

SALARY GROUP: A07

DEPARTMENT: Board of Pardons and Paroles

Page 1 of 2

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: Timothy McDonnell DATE: 01/17/2014

POSITION #: 064107

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. Prepares and proofs correspondence, reports, records, and other related documents ensuring compliance with rules, regulations, policies, and procedures; and receives, copies, and prepares and scans documents and maintains related files.
 - B. Performs data entry and retrieval; compiles, organizes, and tabulates data and prepares related reports; and maintains logs of work progress, document processing, and other records.
 - C. Answers telephones; responds to online inquiries and requests for information; and answers inquiries regarding administrative policies, procedures, and parole and revocation status.
- * 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.

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Page 2 of 2

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, clearly and concisely, communicate ideas, information, and instructions verbally, electronically, and in written form.
5. Skill in problem-solving techniques.
6. Skill to prepare and maintain accurate records, files, and reports.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
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, twist, 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.