

**BOARD OF PARDONS AND PAROLES  
JOB DESCRIPTION**

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

SALARY GROUP: A09

DEPARTMENT: Board of Pardons and Paroles

Page 1 of 3

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: 01/22/2014

POSITION #: 064108

**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, records, and other documents ensuring accuracy and conformance to rules, regulations, policies, and procedures; and prepares and distributes information to staff.
  - B. Maintains parole offender correspondence, records, and files to include document tracking processes; verifies tracking information and coding; and resolves discrepancies, and recommends procedural improvements.
  - C. Assembles, organizes, and tabulates data; and performs data entry, retrieval, and data searches.
  - D. Answers inquiries regarding policies, procedures, rules, and regulations; and assists in preparing instructional materials and procedural manuals.
  - E. Provides assistance answering and routing phone calls, taking messages, and greeting and directing visitors to the appropriate staff.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**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 programs support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Computer operations experience preferred.

**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 the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to type 45 words per minute (with no more than 10 errors) preferred.

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Page 3 of 3

**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.