



MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644
Phone No. 512-398-6777 | Fax No. 512-376-4376



RECORDS CLERK/BONDING CLERK

Salary : \$46,161.22

Essential function, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and task performed by positions in this class. To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY

Under immediate supervision, the Records Clerk for the Sheriff's Department performs clerical, office, secretarial and reception duties and provides support services to the Caldwell County Sheriff's staff. The work involves filing, daily customer relations, word-processing, and mail distribution. This position facilitates the work of the Caldwell County Sheriff's staff and has an immediate impact on the operation of the Caldwell County Sheriff's Office.

SUPERVISION RECEIVED

Works under the general supervision of the Caldwell County Sheriff, Jail Captain , Two Jail Lieutenant

RESPONSIBILITIES

- Receives office visitors and telephone calls while answering routine inquiries and screens calls or callers.
- Takes messages and refers to appropriate County Sheriff's staff.
- Sorts and files forms, reports, correspondence and related documents.
- Schedules appointments for the Sheriff's Department
- Attends meetings for the report to supervisory personnel.
- Conducts research related to the specific case or situation.
- Analyzes complex data.
- Prepares documents for filing.
- Prepares files.
- Examines letters, forms, documents, or reports for accuracy and reports for discrepancies to supervisor.
- Maintains department records and files.
- Codes, tabulates and assembles statistical and related data.
- Gathers, collates, classifies and posts information to assigned department records and computer system.
- Collects fees and maintains fee collection records.
- Types standard forms, letters and other materials from rough drafts and dictating equipment.
- Assists with data entry as needed into the assigned computer system.
- Operates office machines including photocopier, fax, calculator, typewriter, and adding machine.
- Picks up, sorts, and delivers mail, written materials and supplies to various locations.
- Requisitions supplies and maintains various inventory and records.
- Schedules appointments and keeps calendars.
- Assures the services delivered meet quality and timeliness standards.
- Communicates all changes and problems to supervisor.

KNOWLEDGE REQUIRED

- Exceptional knowledge of modern business office practices and procedures.
- Exceptional knowledge of court documents including law enforcement legal terminology.
- Exceptional knowledge of grammar, punctuation, and spelling.
- Exceptional knowledge of basic windows application and word processing specifically Microsoft Word, Excel, and TSG – Sheriff’s Module, TCIC/NCIC
- Proficient knowledge of telephone etiquette.
- Proficient knowledge of customer relations.
- General knowledge of department forms, rules, procedures, and guidelines.
- General knowledge of Caldwell County regulations, policies, and procedures.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- General knowledge of department codes.
- General knowledge of basic records keeping and filing procedures.

REQUIRED SKILLS

- Exceptional skill in telephone etiquette and customer relations.
- Exceptional skill in operating standard office equipment, such as personal computers, calculators, photocopiers, fax machines, multi-line telephones.
- Exceptional skill in providing information and assistance to office staff, visitors and callers.
- Exceptional skill in gathering compiling, analyzing data and maintaining complex records.
- Proficient secretarial skills.
- General skill in designing and implementing new forms and office procedures.
- General skill in interpreting and understanding legal terminology.
- General skill in establishing and maintaining effective working relationships with County Staff and the general public
- General skill in performing basic mathematical calculations.
- General skill in documenting, reading, understanding and maintaining records.
- General skill in basic bookkeeping and report preparation.
- General organization skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.
- General typing skill of 50 wpm or greater.

EDUCATION AND/OR EXPERIENCE

Any combination of experience or training may be substituted on a year for year basis.

- Requires High School Diploma or GED
- Requires two years full time experience in secretarial, office/clerical or related work.

OTHER QUALIFICATIONS, CERTIFICATES, LICENSES, REGISTRATIONS

- Bilingual preferred. (Spanish and English)
- Notary Public may be required.
- TIC/NCIC and UCR certification may be required
- Class C Driver’s Licenses

GUIDELINES

The Records Clerk/Bonding Clerk must work in strict adherence to instructions using judgement in locating and selecting the proper policies, precedence, and procedures for application to specific cases or problems. This position must have a strong work ethic. This position must follow directions, meet deadlines, have good attendance, be punctual, be reliable, and have a proper attitude.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally, stand, climb, walk, kneel or stoop, crouch, crawl or balance,
- Required to lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.
- Regularly required to sit.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in an office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lit, heated, and ventilated.

ACKNOWLEDGEMENT

I agree that I am able to satisfactorily perform the essential duties listed above with or without accommodation. I understand the satisfactory performance of the essential duties in this job description in a condition of my employment. I agree to follow the instructions of my supervisor with the constraints of the law and will perform additional duties to the best of my ability with instructed to do so.

I acknowledge the receipt of the current Caldwell County General Orders Disk, which outlines my privileges and obligation as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Caldwell County.

I further understand that my employment is terminable at will so that both Caldwell County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date