



Community Affairs Clerk
Sheriff's Department

SD/16
Pay Grade: 9

JOB SUMMARY

This position is responsible for providing clerical support for the department's community affairs operations.

MAJOR DUTIES

- Assists in the coordination of elderly crime prevention programming as assigned, including adult day care activities; assists in coordinating events and programs.
- Assists in the coordination of child ID and fingerprinting programs as assigned.
- Assists with the school 911 program as assigned.
- Coordinates youth boxing programming as assigned; provides instruction to program participants.
- Coordinates youth baseball programming as assigned; provides instruction and coaching to program participants.
- Supervises inmate visitation as assigned.
- Assists in maintaining department training records.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles and practices.
- Skill in prioritizing and organizing work.
- Skill in the use of standard office equipment.

- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Sergeant assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for the department's community affairs programming. Successful performance contributes to the efficiency and effectiveness of those programs.

CONTACTS

- Contacts are typically with co-workers, other county employees, inmates, program participants, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office, a gym, or outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.

- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.
- Must be able to type 30 wpm.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date