



## Administrative Clerk

Pretrial Services

PTS/6

Pay Grade: 9

### JOB SUMMARY

This position is responsible for providing clerical support for department operations.

### MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance; provides information for clients and family members in regards to bond-related matters;
- Prepares a variety of reports and documents.
- Maintains department files.
- Assists in determining client bond qualifications.
- Organizes and inputs data to a computerized database.
- Perform any other duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of court, county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- 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 Pre-trial Services Director or Pretrial Services Investigator 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 court, 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 duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide clerical support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with co-workers, other county employees, court personnel, defendants, attorneys, 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 standing or walking.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

## OTHER REQUIREMENT/INFORMATION

- 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.

## 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.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date