



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B1715	Title:	Clerk - Temp
Pay Group:	7	Department:	District Clerk Records Management Fund
FLSA Status:	Non – Exempt	Reports To:	Supervisor & District Clerk
Approved Date:		EEOC Category:	Office and Clerical

General Summary:

Scans documents into the imaging system.

Essential Duties:

Scan both active and disposed paperwork and files. File documents and files after scanning.

Assist the public and other employees, as needed or requested, with records search which may include microfilm search and making of copies.

Assist other employees, as needed or requested, with answering telephone calls, answering questions, and directing to proper person according to office procedures.

Perform all other duties assigned with fall within the general scope and ability level of the job.

Other Duties as assigned.

<i>Supervision</i>	
Received:	From Supervisor and District Clerk
Given:	This is a non-supervisory position.

<i>Education</i>	
Required:	High school graduation or its equivalent.
Preferred:	

<i>Experience</i>	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Operate computers, including spreadsheet and word processing software; read and interpret manuals and memos; perform basic mathematical calculations; write letters, memos, and telephone messages; manage time effectively; understand and follow instructions; operate standard office equipment, such as copy machine and facsimile machine; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers and the general public.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with other as a part of a team. The employee is frequently required to perform tedious and exacting work; to perform multiple tasks simultaneously; to switch from one task to another, and to work under time pressures to meet deadlines.