



## Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B0555	<b>Title:</b>	Clerk
<b>Pay Group:</b>	13	<b>Department:</b>	County Attorney
<b>FLSA Status:</b>	Non – Exempt	<b>Reports To:</b>	Administrative Assistant
<b>Approved Date:</b>		<b>EEOC Category:</b>	Office and Clerical

### General Summary:

Responsible for filing case files and miscellaneous paperwork. Assisting court secretaries with pulling files for future court dockets and preparing new case files. General inquiry into Criminal Justice computer system. Scanning documents and paperwork onto LaserFiche system.

### Essential Duties:

Responsible for filing case files and miscellaneous paperwork. Assisting court secretaries with pulling files for future court dockets and preparing new case files. Maintain records and accuracy of reports and files. General inquiry into Criminal Justice computer system. Scanning documents and paperwork onto LaserFiche system. Bending over to retrieve files and boxes from the floor or lower shelves. Reaching up to file paperwork or files at arms reach above your head. Must be able to lift and stack files boxes weighing up to 40lbs from floor level or approximately a 5foot level. Operate the telephone system and communicate with the public.

Other Duties as assigned.

<i>Supervision</i>	
<b>Received:</b>	Supervised by department's Administrative Assistant
<b>Given:</b>	
<i>Education</i>	
<b>Required:</b>	High School Diploma
<b>Preferred:</b>	
<i>Experience</i>	
<b>Required:</b>	
<b>Preferred:</b>	Previous experience working in an office environment
<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	N/A
<b>Preferred:</b>	N/A

<i>Physical Demands</i>	
<b>Typical:</b>	Bending over. Lifting and/or stacking file boxes weighing up to 40lbs
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	<ul style="list-style-type: none"> <li>• Ability to read and write at a level appropriate to the duties of the position.</li> <li>• Perform a variety of general and specific office functions of a responsible and complex nature centering around activities of the County Attorney's Office.</li> <li>• Ability to quickly gain knowledge of all aspects of the County Attorney's Office.</li> <li>• Good knowledge of correct English grammar, spelling and punctuation.</li> <li>• Fundamental understanding of office methods, procedures and practices.</li> <li>• Ability to read, learn, understand, interpret and apply a variety of complex policies and procedures with minimal guidance. The ability to share ideas and convey them in an efficient manner is mandatory.</li> <li>• Ability to work with minimal guidance to identify appropriate applications of a wide variety of written policies and procedures.</li> <li>• Computer literacy is highly important. Knowledge of a wide variety of software is of significant importance.</li> <li>• Ability to organize and sometimes train other staff.</li> <li>• Ability to perform basic clerical work involving judgment, accuracy and speed with minimal supervision.</li> <li>• Ability to maintain records and files, including the ability to maintain and protect the confidential nature of those files.</li> <li>• Ability to operate the telephone system and communicate with the public.</li> <li>• Ability to handle various special projects on an ongoing basis while addressing daily needs for the office.</li> </ul>