



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1435	Title:	Clerk I
Pay Group:	13	Department:	Sheriff's Administration
FLSA Status:	Non-Exempt	Reports To:	Lieutenant
Approved Date:		EEOC Category:	Office and Clerical

General Summary:

Perform receptionist duties, maintain conference room schedule, order supplies, and maintain fleet of vehicles to include: processing repair requests, maintaining tire inventory, mileage and maintenance logs, generating requisitions, maintaining purchase orders, and processing invoices.

Essential Duties:

- Answers Sheriff's Office Administration telephones, insuring to take accurate, detailed messages and directing callers to the appropriate personnel;
- Strong customer services skills on the phone and welcoming visitors;
- Prepares daily and monthly vehicle reports, including tire inventory, mileage and maintenance logs;
- Process vehicle repair requests, including filing, copying, and distribution;
- Generate requisitions, maintain purchase orders, invoices, and other documents related to departmental expenditures;
- Maintains spreadsheets for various vehicle reports;
- Reconcile purchase orders with vendor invoices and payments;
- Order office supplies, paper, toner cartridges;
- Maintain conference room schedule; provide beverage setup/cleanup as required.
- Other duties may be assigned.

Other Duties as assigned.

<i>Supervision</i>	
Received:	From Lieutenant
Given:	This is a non-supervisory position.

<i>Education</i>	
Required:	High school graduation or its equivalent, plus at least one year of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
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, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Standard office practices and procedures; basic accounting principles and practices; standard purchasing policies and procedures; basic bookkeeping practices and procedures. Operate computers, including word processing and spreadsheet software; write memos and detailed telephone messages; keep accurate records; understand and follow instructions; operate standard office equipment, such as copy machine, facsimile, and calculator; 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, but may be noisy or distracting. The employee is constantly required to perform multiple tasks simultaneously and to work closely with others as part of a team. The employee is frequently required to work under time pressures to meet deadlines.