



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1443	Title:	Clerk III
Pay Group:	15	Department:	Sheriff's Administration
FLSA Status:	Non-Exempt	Reports To:	Lieutenant
Approved Date:		EEOC Category:	Admin. Support

General Summary:

Performs receptionist duties, including answering phones and greeting the public; receives and processes incoming civil papers; receives, prepares correspondence; prepares reports; and performs data entry.

Essential Duties:

Performs receptionist duties, including greeting the public, answering the telephone, providing information, transferring calls, and taking messages.

Receives and processes incoming civil papers;

Maintains all civil division files including criminal and civil case files;

Receives and records monies in payment for all civil service fees;

Prepares various correspondence, including letters, memos, and other papers;

Prepares papers for service, including stuffing and addressing envelopes;

Prepares monthly reports, (Attorney General Report, Monthly Deposit);

Performs data entry functions, and prepares and mail invoices for documents or services;

Performs fingerprinting for civilians;

Prepares Deeds for Sheriff's signature every three months, and letters for processing funds from Sheriff's sale.

Assists evidence technician with all duties;

Back up-front counter staff when needed

Other Duties as assigned.

Supervision

Received:	From lieutenant
Given:	This is a non-supervisory position.

Education

Required:	High school diploma or its equivalent
Preferred:	

Experience

Required:	At least two years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
Preferred:	

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

<i>Physical Demands</i>	
Typical:	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>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; and talk and hear. The employee must frequently stand and walk. The employee must frequently lift and /or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.</p>

<i>Knowledge, Skills, & Abilities</i>	
Typical:	<p>Computers; general bookkeeping practices and procedures; standard office practices and procedures; civil process, principles of customer service.</p> <p>Operate computers, including, word processing software; read and understand manuals, perform basic mathematical functions; operate 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 public.</p>

<i>Work Environment</i>	
Typical:	<p>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.</p> <p>While performing the essential duties of this job, the employee is constantly required to work closely with others as part of a team, work under time pressures to meet deadlines, and perform multiple tasks simultaneously. The noise level in the work environment is usually moderate.</p>