

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Secretary/Clerical III
Department: Community Supervision and Corrections
Unit: Women's Center
Reports To: Director
Salary: \$13.6493/hr
Application Deadline: Wednesday, July 19, 2017 @ 4:30 PM

SUMMARY

Provides clerical support to the Center's personnel by performing a variety of administrative and clerical duties of a specialized and complex nature.

DUTIES AND RESPONSIBILITIES

On a daily basis, answers incoming telephone calls; screens and directs calls; takes messages and acts as the intake coordinator. Types correspondence, memos, court documents, forms, and any other documents needed by the staff; maintains and updates various files and records; requisitions office supplies; maintains inventory of supplies. Counts and verifies the deposits on a daily basis as required. Logs in all new cases and completes all necessary computer changes on all of the cases. Participates in the intake process of all new residents. Participates and takes notes at the weekly staff meeting. Serves as Certified Notary Public for the Unit. Provides assistance and relief for other clerical staff as needed. Maintains and updates the tracking system as needed. Transports residents as needed.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED

Personal Computer/Mainframe terminal, typewriter, copy machine, calculator, fax machine, general office equipment as needed.

JOB REQUIREMENTS

EDUCATION & EXPERIENCE: High school diploma or GED; must type a minimum of 50 wpm and have a thorough knowledge of computers and associated software.

SPECIALIZED REQUIREMENTS: Knowledge of accepted office practices and procedures; strong verbal and written communication skills; excellent typing skills; effective computer skills; math calculation skills; some knowledge of bookkeeping/accounting practices; strong interpersonal skills in order to interact and cooperate with co-workers, and deal effectively with felony officers, court personnel, representatives of community service agencies, and the general public.

WORK SITUATIONS/DEMANDS/EFFORT

Job requires organizing, prioritizing; accuracy; attention to detail; working alone and as part of a group; working with the public; flexibility in order to perform a variety of duties; as well as performing some routine, repetitive duties. Meeting frequent deadlines.

Employee works independently within established guidelines and time frame; requires assistance only for unusual, non-routine matters or situations.

Work is primarily sedentary. Job duties require occasional prolonged sitting; walking to deliver/retrieve files and paperwork, make copies, etc; reaching, lifting and carrying objects such as files, books, supplies weighing up to 25 lbs. Attends appropriate training/educational seminars.

WORKING CONDITIONS

Work is performed primarily in a climate controlled office environment, which is shared with others. Heavy office traffic and/or high noise level may cause distraction and/or interrupt duties. Must be available to work 8:00 am – 5:00 pm, Monday through Friday with some irregular hours and overtime.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.