

BANDERA COUNTY
Job Description

JOB TITLE: Clerk - Department of Public Safety

PAY GRADE: 14 FLSA: Non-exempt

EMPLOYEE NO.:

OBJECTIVE: Serve as secretary to coordinate the office of Texas Department of Public Safety and Highway patrol.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Senior Trooper
2. Directs: N/A

GENERAL STATEMENT OF DUTIES:

Coordinate all records and assists Highway Patrol Troopers with reports.

ESSENTIAL FUNCTIONS/DUTIES (to include but not limited to):

- * Deliver citations to the Justice of the Peace;
- * Order certified judgments from County and District courts;
- * Maintain files and prepare accident, offense, and weekly duty reports for troopers;
- * Notarize documents;
- * Research, record, and prepare documents;
- * Respond to customer requests;
- * Collect fees for documents;
- * Lift 10-20lbs frequently and occasionally lift 20-50lbs;
- * Regular attendance is required;
- * Other duties as may be assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- * General office skills;
- * General computer skills and knowledge of software;
- * Ability to use office equipment efficiently;

- * Multi-task oriented;
- * Ability to handle money;
- * Ability to work independently;
- * Ability to prepare reports and letters;
- * Communication skills, both verbal and written.

PHYSICAL REQUIREMENTS:

- * Ability to frequently lift 10-20lbs and occasionally lift 20-50lbs;
- * Constant use of computer, telephone, calculator and office equipment;
- * Frequent sitting, twisting, and occasional bending, carrying, and standing;
- * Able to work additional hours and attend conferences either local or various locations throughout the state;
- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

CERTIFICATES AND LICENSES REQUIRED:

- * High School graduate or GED equivalent;
- * Notary certificate;
- * Valid Texas Driver's License.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Acknowledgement of Employee: _____
(Printed Last, First Name, MI)

Signature of Employee: _____

Approval: _____
(Elected/Appointed Official, Dept. Head/Supervisor) (Date)

Approved by Commissioner's Court: _____
(Date)