

**38<sup>th</sup> & 454<sup>th</sup> Judicial Districts**  
**Community Supervision and Corrections Department**  
**123 E. Nopal St.**  
**Uvalde, TX 78801**

**Job Description**

**Job Title:** Secretary

**Pay Range:** \$30,000.00 YR.

**Reports to:** Unit Supervisor

**Supervises:** None

**Education - Required:** High school diploma or GED

**Experience - Required:** None

**Experience - Preferred:** Two (2) years of clerical experience, computer and phone etiquette skills

**Job Duties:**

- Answers incoming telephone calls, determines purpose of callers and forwards call to appropriate personnel or department
- Takes and delivers messages or transfers phone calls to appropriate personnel when individual is unavailable
- Answers questions regarding appointments and provides callers with address, directions and other information
- Welcomes on-site visitors, screen for health risk, determines nature of business and announces visitors to appropriate personnel
- Monitors visitor access when required
- Process intakes in CSS, collect and coordinate data for case folders
- Assist with intakes as a result of Court (ie. Bringing disposition sheets, locating and taking case files to Court Officer if necessary, bringing Defendant to office if necessary)
- Research and obtain copies of offense reports for County cases
- Prepare Plea of True for Uvalde County Court
- Receives, sorts, logs in and routes mail daily
- Daily runs to mail drop off sites (including courthouse, post office, County Attorney, etc.)
- Maintains fax machines, assists users, sends faxes and retrieves and routes incoming faxes
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary
- Open case files and distribute to proper CSO
- Accounting/Bookkeeping as assigned by the Supervisor, Fiscal Director or Director

- Receipting of county and district court ordered fees, direct and indirect collections
- Cash account and bank deposits
- Run various reports
- Collection of court-assessed fines, court cost and fees
- Verify drug test invoice
- Package and prepare urinalysis samples for transport to appropriate lab
- Run Criminal Histories when needed
- Clerical: file, type 50 wpm, ten key, copy, fax, etc.
- Professional and respectful etiquette and appearance
- Computer literate including word processing
- Organizational and time management skills
- Project management skills
- Must possess a valid Texas Driver's License
- Must have a telephone number at which he/she can be reached
- Must possess and maintain personal Texas automobile liability insurance
- Other duties as assigned by the Supervisor, Fiscal Director, Human Resources Officer or Director

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:**

- a. Must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, write, count, speak, analyze, alphabetize, lift and carry 35 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- b. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, traveling by car, van, bus, and airplane.
- c. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.

**Certifications, licenses, registrations, or diplomas:** Must show proof of high school diploma or college degree