



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **BUDGET CLERK I**  
Grade: 06

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs routine (entry-level) budget work; Work involves clerical and budget related clerical support for the operation of a division of the Budget and Management department; Works under a Budget Manager to analyze budget line item accounts for negative balances, budget line item transfers, and restricted object codes; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

- Will perform duties as a receptionist, answers telephones and provides general budgetary information
- Coordinates with and assists other county departments in preparation of budget forms as directed by supervisor
- Will review budget line item transfers from various departments
- Works to clear negative balances from various departmental accounts
- Files all pertinent documentation related to the Budget office
- Assists budget analysts with clerical support on agenda items
- Performs routine computer data entry and prepares reports
- Performs related work as assigned

### **EDUCATION AND EXPERIENCE**

- Graduation from a high school
- One (1) year of clerical experience
- One (1) year of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

- Must have a current valid Texas motor vehicle operator's license
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Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge in MS Word and Excel

Be able to communicate effectively

Be able to use a calculator and other office equipment

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations