



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, DISTRICT CLERK**
Grade: 14

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

Under general supervision, undertakes and performs first line supervisory and complex legal clerical work of considerable difficulty associated with the day-to-day and overall operation of an assigned functional area within the office of the district clerk, while supervising administrative and personnel matters. Handles complaints from the public and may attend meetings as well as any other functions requested by the Elected Official or Department Head.

EXAMPLES OF WORK PERFORMED

Coordinates and supervises the staff and activities of a functional work unit

May participate in the hiring, interviewing, and recommending of new office staff; assists in identifying, developing, and implementing new employee and on-going staff development training programs; coordinates, prioritizes and assigns tasks and projects; tracks and reviews progress and process; monitors employee performance; assists in conducting and/or reviewing performance appraisals; recommends and undertakes approved subsequent performance-related actions

Recommends and assists implementing approved disciplinary actions

Provides input and participates in the identification, review, assessment, evaluation and/or modifications of office strategic plans; assists with the identification and monitoring of long and short range goals and objectives

Assists in recommending staff, equipment, facilities and related operational needs

Assists with identification, review, assessment, development, modification and implementation of operational policies and procedures; determines compliance to established policies and procedures; recommends changes to protocols and processes. Oversees, manages and performs work in one or more regularly scheduled or ad hoc areas of office operations

Undertakes special projects as assigned or required

Prepares correspondence, reports, and legal documents; responds to complex inquiries; and conducts and performs research and coordination necessary to formulate an accurate response

May perform other related duties involved in the operation of the business as assigned

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university in accounting, business administration, or public administration

One (1) year of experience in office administration with minimum one (1) year of supervisory experience required. Experience in government environment.

Two (2) years 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

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have general knowledge of the divisions within the Elected Official's Office

Knowledge of applicable county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives

Knowledge of county and specific court-related policies and procedures

Knowledge of the principles and practices of management and supervision

Knowledge of the principles of records management

Knowledge of court processes, procedures and legal terminology including automated word processing and court case management systems

Knowledge of trends and practices in office, court and business operations

Ability to work under pressure in a dynamic environment with changing office demands and priorities

Ability to plan, organize, maintain work flow, train and supervise others

Ability to develop and implement office procedures

Ability to communicate effectively verbally and in writing and to follow written and verbal instructions

Ability to analyze legal documents, interpret statutory requirements and develop, modify and implement office procedures accordingly

Ability to provide information to the public without giving legal advice

Bilingual (English/Spanish) with the ability to converse fluently in both languages

Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives

Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands

Skill in working within deadlines to complete projects and assignments

Skill in assessing, analyzing, identifying and recommending solutions to problems

Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, general public and others having business with the courts of Hidalgo County

Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications

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