



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **COVID-19 CLERK I**  
Grade: 01

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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**

This position will be dedicated to mitigate the spread of COVID-19 in our community during the national emergency. The selected candidate will greet and initiate the proper COVID-19 symptom screening according to Center for Disease Control and Prevention (CDC) guidelines and county's protocol. This position will provide COVID-19 related information to clients, visitors and other guest of the County.

### **EXAMPLES OF WORK PERFORMED**

May administer COVID-19 pre-screening questionnaire (ask about possible COVID-19 symptoms and previous exposure to a confirm case)

Check all population (employees, visitors, residents, contractors, vendors, etc.) temperature prior to entry into a county building

Encourage those individuals with a temperature of 100.04 degrees or higher to self-quarantine and self-monitor

Ensure that each individual entering a county facility is wearing a mask

Distribute COVID-19 educational materials

Assist in maintaining a clean and healthy environment

Performs related work as assigned

### **EDUCATION AND EXPERIENCE**

Graduation from a high school or equivalent (GED)

One (1) year of experience in healthcare or related field

One (1) year of related experience may be substituted for one (1) year of education

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

Must have a valid current 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**

Ability to work well in a team environment

Ability to enforce rules and regulations as required by the County

Ability to maintain confidential information

Ability to read and comprehend simple instructions, short correspondence and memos

Ability to perform multiple tasks simultaneously

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

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

## **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