



## Sheriff Carl R. Bowen

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### Data Entry Clerk Position Posting

**Job Title:** Data Entry Clerk  
**Reports To:** Communications Captain  
**Full Time**

**Division:** Communications  
**FLSA Status:** Nonexempt

#### SUMMARY

This position requires a thorough working knowledge of TCIC/NCIC data entry and access procedures. The individual has daily contact with the public, other law enforcement and judicial agencies and maintains records. May assist Communications Supervisor as needed.

#### SUPERVISION RECEIVED

Works under the general supervision of the Communications Captain.

#### SUPERVISION EXERCISED

None generally.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include but are not limited to the following:

1. Basic to moderate computer skills on various systems.
2. Be able to read and understand court paperwork.
3. Operate in the TCIC/NCIC interface system.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

#### MINIMUM QUALIFICATIONS:

##### EDUCATION and/or EXPERIENCE

High school diploma or equivalent is required.

##### CERTIFICATES, LICENSES, REGISTRATIONS

Be eligible and able to acquire full access privileges for both the Texas and National Crime Information Centers (TCIC/NCIC).

## **DESIRED MINIMUM QUALIFICATIONS:**

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **OTHER SKILLS AND ABILITIES**

Other specialized job requirements include computer skills, and telephone answering skills.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and 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.