**Shelby County Clerical**

**THP Field Secretary Opening**

**GENERAL DESCRIPTION:**

**ENERAL DESCRIPTION:**   Perform routine (journey-level) responsible secretarial and routine administrative support work for the Highway Patrol Service. Prepare reports, forms, memoranda, etc. Perform data entry and generate statistical summaries. Answer correspondence and telephone calls, screens and/or routes calls, or takes messages. Answer procedural and general information questions. Work under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Please submit resume’s/applications to [aaron.shelton@dps.texas.gov](mailto:aaron.shelton@dps.texas.gov)

​

Applicants must fully complete the summary of experience to determine if minimum qualifications are met.

​

**ESSENTIAL DUTIES / RESPONSIBILITIES:**

1. Process warrant dispositions including maintaining and daily updating a recall warrant data bank list and a file on all local active warrants.

2. Maintain applicable records on accidents, firearm qualifications, and performance observations.

3. Check mobile phone records for approval.

4. Order and maintain records for postage distribution.

5. Maintain a list of personnel for the district by station.

6. Obtain statistical information as requested; type and edit documents; maintain records and prepare monthly reports on budget expenditures.

7. Generate and review car reports, travel vouchers, and other forms for accuracy and completeness.

8. Receive and respond to calls, inquiries, etc.; receive, sort, and distribute incoming mail; prepare outgoing mail, and order office supplies as necessary.

9. Order and maintain inventory of supplies; update office calendar of appointments, activities, meetings, etc.

10. Update and maintain manuals; maintain employee time records; and maintain files for the Regions, including repairs, assignments, and calibration.

11. Operate in other capacities, including sale of accident reports and vehicle inspection certificates.

12. May act as notary public for voluntary statements, complaints, depositions, etc.

13. Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.

14. Perform other duties as assigned.

​

**Qualifications - External**

**GENERAL QUALIFICATIONS and REQUIREMENTS:**

**Education –** High School Diploma/equivalent.

**Experience –**Minimum of two (2) years’ experience performing general office work including the experience of operating a database.

**Substitution Note:** 1 year education may be substituted for each year of experience required.

**Licensure and/or Certification –** May have a Notary Public certification or acquire a Notary Public. If driving is required, must possess a valid driver license from state of residence.

**Regulatory Knowledge –** Working knowledge of, or the ability to rapidly assimilate information related to TXDPS, State and Federal regulations, legislation, guidelines, policies and procedures.

**Technology –** Proficiency with Microsoft Office and appropriate levels of proficiency with utilized software and systems (e.g. CAPPS, SharePoint) and be able to learn new software/systems.

**Interpersonal Skills –** Must demonstrate an ability to exercise poise, tact, diplomacy and an ability to establish and maintain positive, working/professional relationships with internal/external customers. Must demonstrate DPS’ core values: Integrity, Excellence, Accountability, and Teamwork.

**Organizational and Prioritization Skills –** Must be organized, flexible, and able to effectively prioritize in a multi-demand and constantly changing environment; able to meet multiple and sometimes conflicting deadlines without sacrificing accuracy, timeliness or professionalism.

**Presentation/Communication Skills –** Must be able to construct and deliver clear, concise, and professional presentations and/or communications to a variety of audiences and/or individuals.

**Research and Comprehension –** Must demonstrate ability to quickly and efficiently access relevant information, and be able to utilize and/or present research and conclusions in a clear and concise manner.

**Analytical Reasoning/Attention to Detail –** Must demonstrate an ability to perform mathematical calculations, type accurately, examine data/information, discern variations/similarities, and be able identify trends, relationships and causal factors, as well as grasp issues, draw accurate conclusions, and solve problems.

**Confidentiality and Protected Information –** Must demonstrate an ability to responsibly handle sensitive and confidential information and situations, and adhere to applicable laws/statutes/policies related to access, maintenance and dissemination of information.

**Safety –** Must be able to work in safe manner at all times, avoiding shortcuts that have potential adverse results/risks, and must be able to comply with safety standards and best practices.

**PHYSICAL and/or ENVIRONMENTAL DEMANDS:**

The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Environment:  Office;
* Ambulatory skills, e.g. stand, walk, sit;
* Hand-eye coordination and arm/hand/finger dexterity;
* Ability to speak, hear, and exercise visual acuity;
* Ability to transfer weights of fifty (50) pounds anticipated for this position;
* Driving requirements:  Occasional (5%).

Testing is required for candidates to be considered to go before the oral interview board and will be notified via email provided on the application. Typing Test is required, but will not be used as a disqualifier.

DUE TO THE HIGH VOLUME OF APPLICATIONS, WE DO NOT ACCEPT TELEPHONE CALLS.  ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

Paid Bi-Weekly

$ 15.50/Hour

$ 79.85 Bi-Weekly Supplement from San Augustine County

County Paid BC/BS Medical after 90 days

Retirement Texas County & District Retirement System, pre tax deduction 7%, County matches 170%

13 Paid Holidays/Year

Vacation:

1st Year 40 hours

2nd – 5th Year 80 hours

5th – 15th Year 120 hours

After 15th Year 160 hours

Sick:

3.69 hours per pay period, 240 hours max

Funeral Leave:

24 hours per calendar year

POSTING WILL BE CLOSED 1/29/25 AT 5:00 PM