

**JOB TITLE:** Constable Clerk / 911 COORDINATOR

**DEPARTMENT:** 550 & 552

**REPORTS TO:** County Constables 1 & 2

**FLSA:** NON-EXEMPT

**POSITION SUMMARY:**

This position is a dual-purpose position.

The 911 coordinator position maintains inventory of new county subdivisions/roads and addresses through identifying new county and private roads, acquiring subdivision maps and street listings, establishing address ranges and assigning addresses to new construction and provide notification of changes to existing boundary information to Heart of Texas Council of Governments, (RPC) a regional planning commission.

The Constable Clerk position performs routine clerical, secretarial, and administrative work in answering telephones, receiving and assisting the public, data processing, and record keeping.

**ESSENTIAL RESPONSIBILITIES 911 Coordinator:**

- Determine and plot all 911 addresses within the County with GPS unit and submit to HOTCOG, a regional planning commission
- Create county road signs for commissioners as needed using the CorelDraw software, D75 Summa Cutter and the transferring of the information to sign blanks
- Print maps for various county agencies as requested
- Answers and responds to all email, phone or in person inquiries from the general public and other entities
- Maintain and update 911 address database; report to HOTCOG new address assignments immediately and name changes on a monthly basis
- Verifies and certifies addresses in 911 database for various County, State and Federal agencies
- Create various signs for other County departments and incorporated cities as needed
- Create monthly Address Assignment Report and transmit information to the US Postal Service and notify residents of new addresses and/or any changes upon request
- Oversee database information to keep confidentiality in compliance with State and Federal regulations
- Documents County vehicle mileage monthly and submits to Auditor's Office for reimbursement from HOTCOG

**ESSENTIAL RESPONSIBILITIES Constable Clerk:**

- Answers telephone system and directs calls accordingly
- Provides secretarial services for Constable.
- Receives the public and answers questions, in person and by telephone; and refers, when necessary, to the appropriate person
- Organizes and maintains filing system for state and local records.
- Operates office machines or equipment including but not limited to copiers, fax machines, scanners and computers
- Duplicates and distributes materials
- Composes, types and edits correspondence, reports, memoranda and other material
- Establishes, develops, maintains and updates filing system. Retrieves information from files when needed

**ADDITIONAL RESPONSIBILITIES:**

- Ability to cooperate and interact with co-workers and the public frequently
- To perform any duty assigned by supervisor within the scope of the department
- Regular attendance and timeliness are required

**WORKING CONDITIONS:**

- Office environment-exposed to occasional change in temperature
- Employee is occasionally exposed to extreme weather conditions while determining physical location of addresses; exposure to animals, wildlife, reptiles and insects are possible

**EDUCATION:**

- High school diploma or equivalent required
- Experience in a related field; or an equivalent combination of education and related experience required

- Minimum of 18 years of age

**KNOWLEDGE/SKILLS/ABILITIES:**

- Proficient in the use of technology, computers and software programs and GPS systems
- Must be detail oriented and have organizational skills
- Knowledge of language skills, mathematical skills, reasoning ability and general office procedures
- Skilled in verbal and written communication
- Ability to understand, remember and communicate routine, factual information
- Ability to multi task and make deadlines
- Valid Texas Driver's License

**PHYSICAL REQUIREMENTS:**

- Ability to occasionally lift/carry to waist high level 30+ pounds
- Must be able to sit in stationary position at least 50% of the time
- Must be able to walk, stand to move about inside the office and other departments
- Ability to bend, twist, stoop, kneel and reach to retrieve files and documents
- Ability to see, hear and use fine motor skills to operate computer and various office equipment such as printer, fax machine and phone
- Ability to operate GPS system, sign cutter and map printing equipment
- Must be able to talk and communicate with others and give accurate information

**LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

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All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date