



COUNTY OF GALVESTON

**CLASSIFICATION TITLE:** Constable Assistant Clerk

**DEPARTMENT:** Constable

**REPORTS TO:** Constable

**PAY GRADE:** 7

**Date Created:** 2/8/10

**Approved by:** \_\_\_\_\_

**PAY STEP:** \_\_\_\_\_

**Date Revised:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**FLSA STATUS:** \_\_\_ Exempt  Non-Exempt

**Bi-Weekly:** \$ 903.36

**Salary:** \$ 23,487.45

**POSITION SUMMARY:** This position is responsible for providing support services to the Constable.

**ESSENTIAL FUNCTIONS**

Answers the telephone and provides the general public with information over the telephone and in person.  
Maintains computer and manual files and records for the department.  
Collects, receipts, and deposits revenues.  
Distributes mail.  
Performs other related duties.

**REQUIRED KNOWLEDGES AND SKILLS**

Knowledge of modern office practices and procedures.  
Skill in oral and written communications.  
Skill in performing mathematical calculations.  
Skill in operating office equipment i.e., calculator, computer and copier

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The work is typically performed while sitting at a desk. The work is typically performed in an office.

**SUPERVISORY RESPONSIBILITY**

None

**MINIMUM QUALIFICATIONS**

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.  
Basic PC Skills.