



Otero County Department of Human Services

has a full-time job opening for a
Children's Services Clerk

- AA in business or at least 2 years in a job-related field is preferred.
- Requires knowledge of modern office methods, procedures, and computer knowledge including Microsoft Office and Outlook.
- Spanish bilingual preferred.
- Monthly minimum salary \$2,784.
- For a complete job description and application, please visit the **Colorado Workforce Center at 308 Santa Fe Ave., La Junta**, or go to oterocounty.colorado.gov and navigate to the employment tab on the main menu.
- All applications will be processed through the **Colorado Workforce Center**.
- Not all applicants will be contacted.
- Equal Opportunity Employer.



**OTERO COUNTY DEPARTMENT OF HUMAN SERVICES
CHILDREN'S SERVICES CLERK**

Department Head Approval _____ Date: _____

Commissioner Approval _____

_____ Date: _____

GENERAL STATEMENT OF DUTIES

Performs clerical assignments of a routine nature for the child welfare supervisor, child welfare caseworkers and administration. Assignments are varied and require skill in organizing and prioritizing.

DUTIES

Clerical duties i.e. typing and filing. Ability to navigate and comprehend source materials on rules, regulations or policies to obtain and maintain needed knowledge.

Serves as backup for the Account Clerk.

Serves as backup to reception for child welfare staff and administration.

Serves as backup to the Interstate Compact on the Placement of Children (ICPC) Coordinator.

Assist the front office when it is Low Income Energy Assistance Program (LEAP) season and other times as requested.

Serves as county Random Moment Sampling (RMS) Coordinator for the entire agency.

Merges clients in the state automated system.

Submits help desk tickets in the state automated system.

Files paperwork into the electronic storage system. Monitors scanning to ensure accuracy and troubleshoots.

Retrieves information from computerized records including county and state systems.

Schedules after hours duty and intake backup for child protection assignments.

Create and update applications, forms, brochures and fliers for programs. Create and assemble records, packets, documents and correspondence as needed.

Other duties as assigned.

RESPONSIBILITY

Position performs routine work independently following set procedures and policies. Employee is expected to perform duties with independence and meet deadlines. Work comes from the supervisor, director, and casework staff. Work is reviewed upon completion for compliance to instructions, procedures, methods, accuracy and ability to work well with staff and clients. Choices include prioritizing the work base on deadlines.

Must have computer skills.

MIMINUM QUALIFICATIONS

Education: AA in Business related field and

Experience: Two years in job related field

Substitution: Experience in related job field my substitute for required education

SPECIAL REQUIREMENTS

Valid Colorado State Driver's license and insurance

Reliable transportation

PERSONAL WORK RELATIONSHIPS

Contacts are with other employees, county staff, state staff and the public for the purpose of exchanging information

ESSENTIAL FUNCTIONS OF THE JOB

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

The work is performed in the standard office environment requiring normal physical effort. Requires sitting for extended periods of time and occasional walking. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities by this position include close vision and the ability to adjust focus. Ability to lift and/or move up to 10 pounds. The noise level in the work environment is usually moderately quiet.

POLICY REQUIREMENTS

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

Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug test.

Verification of any combination of driving record and criminal history.

No medical inquiries will be made until a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the Essential Functions, and Policy Requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____ Date: _____

The 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.