

# **JOB DESCRIPTION**

Position: Clerk in Treasurer's Office

Reports to: County Treasurer

## **Essential Functions:**

- Responsible for issuing auto titles and registrations for vehicles in the county.
- Responsible for all monies taken in for the above purposes and balancing this to the daily work.
- Will assist, as needed, in the Tax Department taking in tax payments due and monies paid to us for/from other departments.
- Will answer phones, take messages and refer calls to appropriate sources for assistance or provide information to callers according to departmental procedures.
- Will greet individuals who come to the department, determine their needs, direct them to the appropriate source for assistance and/or independently answer their questions and provide information as requested.
- Will perform a variety of clerical duties associated with all offices.
- Will maintain an established filing system by accurately filing documents.
- Will scan and save documents.

## **Essential Knowledge, Experience and Ability:**

- Good knowledge of routine office procedures, standard clerical techniques and office equipment.
- Good knowledge of and the ability to utilize basic accounting principles and procedures.
- Good knowledge of proper telephone etiquette.
- Ability to post numerical date accurately.
- Ability to perform basic input and retrieval functions utilizing a personal computer.
- Ability to perform accurate mathematical calculations such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.
- Ability to understand and follow both oral and written instructions.
- Ability to maintain the confidentiality of all departmental communications documents and transactions.
- Ability to type accurately using a computer.

- Ability to perform job duties efficiently while managing frequent interruptions.
- Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
- Ability to communicate effectively; both verbally and writing in English.
- Ability to establish and maintain effective working relationship with the general public, other employees and County officials.
- Ability to work effectively as a team member, with a smile, good attitude and a pleasant personality.

**Essential Physical Demands and Typical Working Conditions:**

- Work is generally performed indoors in an office setting and requires being able to stand, bend, lift and carry various supplies and books weighing up to 30 pounds.
- Work may be stressful when dealing with irate citizens.
- Work requires the ability to multitask and place priority on your job performance.