

ROSEBUD COUNTY
Job Description

CLASS TITLE: Clerk

ACCOUNTABLE TO: Department Head/Elected Official

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of clerical work within the assigned department; assists in department procedures and processes as assigned. Work varies somewhat but within well defined standards and procedures.

ESSENTIAL JOB FUNCTIONS:

- Possesses the ability to meet the public and communicate with understanding and clarity;
- Work is performed in an office setting;
- Physical demands include standing, walking, bending, prolonged sitting, stooping, and lifting up to 35#s (greater with assistance)
- Must possess a valid Montana Operator's License.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Work performed may include the typing of letters and other documents from copy, rough draft, or recording;
- Waiting on customers at the counter providing information and answering inquiries;
- Performing some routine bookkeeping, including posting of prepared data and verification of data entered;
- Answering telephone and dispatching messages as necessary;
- Maintaining records as assigned, maintaining department files, and prepares tabulations;
- Prepares routine daily, weekly and/or monthly reports, may routinely receive funds;
- Responsible for materials and equipment requiring care;
- Position requires constant contact with public and/or fellow employees;
- Operates a calculator and/or adding machine as an incidental part of work; and
- Performs other related duties as may assigned.

MAY PERFORM SPECIFIC DEPARTMENT FUNCTIONS in accordance with generally accepted practices that may include:

- Collecting and accounting for funds over the counter;
- Daily balancing of money received, receipting of mailed payments, data entry into the computer of customer payments, and making daily deposits of monies received;
- Vehicle registration and licensing;
- Microfilming, preparation of statements, and keeping files, indexes, and calendars;
- May receive and distribute incoming mail.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

CLASS TITLE: Clerk (continued)

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Graduation from high school; PLUS
- Some experience in an office with typing and some computer skills required;
- Experience in bookkeeping helpful;
- Possession of a valid Montana Operator's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Waiting on customers, responding to inquiries, performing assigned duties accurately, efficiently, and following established standards and procedures;
- Work may include the daily balancing of actual money received and preparation of receipts for all mailed payments daily;
- Daily enters customer payments;
- Other assignments may include typing, copying, microfilming, indexing, and the issuance of licenses and permits;
- May be required to attend seminars and workshops in assigned responsibilities.
- Performs other assigned duties.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Revised 10-21-2015