

CLERK

Performs standard clerical tasks; maintaining accounts and financial records in an established accounting system; performs related work as required.

Essential Tasks include the following:

1. Receives, records or documents, mail, or other material.
2. Sorts, indexes, and files mail, bills, requisitions and other materials.
3. Checks reports and records for clerical accuracy, completeness, and proper extension.
4. Maintains time records and payroll data for highway department.
5. Obtains and compiles information; prepares and maintains budgetary accounts and projections.
6. Performs specialized clerical work to code, authorize budgetary claims for highway department.
7. Verifies and processes purchase orders and related documents for payment.
8. Processes invoices, vouchers, or other transactions for department; prepares and posts to ledger.
9. Serves as a contact person for the highway and fairground.
10. Collects fees and accounts for money received for fairgrounds.
11. Operates standard office equipment.
12. Answers telephone inquiries, takes and transmits messages.
13. Responsible for ordering general supplies.

Knowledge, Skills and Abilities

1. Working knowledge of office terminology, procedures, and equipment.
2. Working knowledge of business arithmetic.
3. Ability to understand and follow oral and written instructions.
4. Ability to handle restricted and confidential information in a professional manner.
5. Ability to read, understand, follow, and enforce safety procedures.
6. Define problems, collect data, establish facts and draw valid conclusions.
7. Follow OSHA and County safety rules and regulations.
8. Operate two way radios.
9. Clerical aptitude.

Working Conditions and Physical Effort

1. Requires strenuous physical work at times; heavy lifting, pushing, or pulling required of objects.
2. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
3. Work involves some exposure to unusual elements, such as extreme temperatures, toxic chemicals, biohazardous materials, dirt, dust, fumes, smoke, and/or loud noises.

Education and Experience

Experience equal to one year of full-time clerical office or closely related work.
