

# OFFICE CLERK

*Jewell County*

*County Clerk's Office*

## **POSITION SUMMARY**

Under the supervision of the Jewell County Clerk, the Office Clerk is a non-exempt position under FLSA. This employee prepares and processes payments, maintains tax records with data entry into the software program and updating real estate tax roll records, and works with budget preparation. This positions will provide payroll and election administration support as well as additional duties assigned. This employee should possess strong organizational, communication, and public relation skills.

## **ESSENTIAL FUNCTIONS**

- Performs data entry of motor vehicle records;
- Distributes motor vehicle funds;
- Makes deposits of fees collected and delivers deposit to the County Treasurer weekly;
- Maintain tax records with data entry into software program and updating real estate tax roll records;
- Assists with paying bills by checking invoices and preparing vouchers;
- Processes checks;
- Assists the Deputy County Clerk with payroll duties;
- Answers and directs incoming telephone calls;
- Assists with budget preparation;
- Performs clerical duties including typing, filing, and photocopying;
- Assists residents with voter registration;
- Prepares for election by preparing ballots, testing, and setting up equipment and collecting necessary supplies;

## **MARGINAL FUNCTIONS**

- Assists other departments as the need arises;
- Takes minutes at County Commission meetings occasionally;
- Performs special projects and research as assigned;
- Performs other duties as deemed necessary or assigned

### *Classification Quick View*

FLSA: **Non-exempt**

ADA: **Applicable**

FMLA: **Eligible**

OSHA:

WORKING CONDITIONS:

## **OFFICE CLERK POSITION REQUIREMENTS**

**Experience:** One to three years of similar or related experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

**Education:** A high school diploma or GED is required. This position requires a valid Kansas Driver's License.

**Technical Skills:** A thorough knowledge of computers, grammar, and working knowledge of mathematic; and ability to work with legal descriptions is required. This employee must be able to efficiently operate a computer, telephone system, and other office equipment. The ability to read and interpret checklists, reports, legal documents, and written instructions is required. This employee should possess strong organizational, communication, and public relation skills.

**Problem Solving:** Problem solving is a factor in this position. This employee encounters problems with errors in documents, citizen complaints and maintaining state statutes.

**Decision Making:** Decision making is a factor in this position. This employee makes decisions about resolving citizen complaints and performing daily duties in the most efficient manner.

**Supervision:** This employee works with little to no direct supervision from the Jewell Clerk County and has no supervisory duties.

**Financial Accountability:** This employee is responsible for balancing of the petty cash drawer. This employee has some minor responsible for departmental resources, is required to be bonded, but does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers, and supervisory personnel, and occasional contact with the County Commissioners is expected.

**Working Conditions:** No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

**Physical Requirements:** Limited physical activity is required to perform the daily duties of this position. Some manual labor including lifting heavy boxes weighing up to fifty (50) pounds and books and climbing twelve (12) foot step ladders is required on an occasional basis.

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*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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