

WAPELLO COUNTY JOB DESCRIPTION

Title: Clerk
Department: Auditor's Office
FLSA: Non-Exempt

PURPOSE OF POSITION

To perform a variety of routine clerical duties involving all aspects of the Auditor's office under the supervision of the County Auditor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assist and acquire core knowledge of County accounting and payroll processes, real estate property descriptions and values, and inventory.

Process accounts payable from claims received and processed

Assist in the conduct of elections, voter registration and processing of absentee ballot requests.

Maintains filing and updating of reference documents including but not limited to the Iowa Administrative Rules.

Performs a variety of clerical duties, including typing, filing, assisting with reception duties, opening incoming mail and distribution of the same to appropriate staff.

Maintains confidentiality of records.

Operates general office equipment, including but not limited to computer (including Microsoft Office, e-mail & other utility programs), copy and fax machine.

Establish and maintains effective working relationships with County officials, employees and the general public.

Maintains regular and punctual attendance.

Perform related duties as determined and required by the Auditor.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Graduation from High School or GED. General knowledge of commonly used rules, procedures, operations, practices or routines such as could be acquired in less than one year of prior clerical/office experience.

LANGUAGE ABILITY

Ability to read, comprehend and write simple instructions, short correspondence and memos. Requires effective communication skills and the ability to speak clearly and distinctly in English using appropriate terminology and language; read in English.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide using a calculator. Ability to perform these operations using units of United States currency, and to make correct change. Ability to read and understand charts and graphs.

COGNITIVE DEMANDS

Ability to apply common sense understanding to carry out simple and moderately complex instructions. Ability to handle a variety of situations dealing with the general public. Ability to maintain a variety of files and records consistent with departmental or regulatory requirements; collect information from various sources, receive and check documents for accuracy, for completeness and conformance to prescribed rules and regulations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit or walk; use hands to handle or feel; reach with hands and arms and enter data using a keyboard (typewriter or computer). The employee is occasionally required to lift or carry objects and paper documents weighing up to fifty (50) pounds.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is normally in a climate-controlled office environment with appropriate heating and cooling and not exposed to significant occupational or environmental hazards other than those associated with general public contact. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Wapello County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.