

FAYETTE COUNTY

DEPARTMENT CLERK III

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To perform a variety of specialized departmental clerical duties and responsibilities within the assigned department.

ESSENTIAL FUNCTIONS OF JOB

1. Types letters, reports, memos and other documents required by the department staff.
2. Sorts, copies and/or files correspondence and documents within the department.
3. Answers telephone and takes messages or transfers calls to proper individuals.
4. Greets and assists general public by taking or providing information, receiving payments or directing them to proper locations.
5. Prepares and processes required department documents, forms and reports as required.
6. Updates information to the computer database.
7. Operates computer, typewriter, adding machine, copier and other office equipment as needed.
8. Dockets and/or expunges cases when required by department.
9. Reconciles bank statements as required.
10. Assists in collecting or receiving monies due department and maintaining accurate related records of such collections.
11. Compiles data within department for completion of reports.
12. Assists department staff with special projects, reports or assignments or in administration of special department functions, as required, (i.e., microfilming, etc.)
13. Maintains accurate files, statistics, manuals or other department documents as requested and as necessary.
14. Prepares billings, verifies expense reports, time sheets or other documents and reports as required within department.
15. Assists with bank deposits or other financial duties as directed.
16. Orders office supplies as directed.
17. Acts as lead worker for clerical positions in absence of supervisor, when delegated.

OTHER DUTIES OF JOB

1. Attends meetings and/or training sessions as required.
2. Assists staff with clerical duties in absence of other clerical staff members, or as needed.
3. Makes appointments, meeting arrangements as necessary.
4. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instructions and some supervision from department Supervisor in regard to daily work duties.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

1. Works indoors in adequate office space, lighting and ventilation, but subject to
2. fluctuations in temperatures.
3. Works with average indoor office exposure to noise and stress, but subject to frequent disruptions.
4. Below normal indoor exposure to dust/dirt.
5. May need to climb ladder to retrieve or return files.

PHYSICAL/MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, reaching as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for typewriter or computer, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten (10) pounds. (Some department documents may weigh twenty (20) pounds.)
5. Must be able to move frequently throughout the work day as needed to carry out essential job duties.
6. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

High School diploma or equivalency, plus business/clerical and computer training in access, excel and word.

B. WORK EXPERIENCE

2 – 3 years working experience in office environment, county government or court system. Or, any acceptable combination of equivalent training and/or experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to client and County information and records.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont'd)

5. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
6. Must possess general knowledge of modern office practices and procedures and ability to apply same to essential duties of job.
7. Must possess knowledge and ability to practice current and accurate usage of grammar, spelling and filing procedures.
8. Must possess ability to learn assigned clerical tasks and adhere to prescribed departmental procedures.
9. Must possess ability to perform simple math calculations with accuracy and reasonable speed, and to perform simple banking duties.
10. Must possess ability to learn county and legal rules, procedures and practices as necessary within department.
11. Must possess ability to be able to handle a variety of clerical duties and switch from one to another throughout the workday.
12. Must possess the ability to assign and review work within department as requested.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DEPARTMENT CLERK III AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.