

FAYETTE COUNTY

DEPARTMENT CLERK I

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB:

To perform clerical duties and responsibilities within department as assigned.

ESSENTIAL FUNCTIONS OF JOB:

1. Types notifications and departmental documents as requested; proof reads for accuracy.
2. Sorts and files correspondence and departmental documents.
3. Maintains files and information on various cases and other needed files in department.
4. Operates typewriter or computer, copy machine and other office equipment as needed to perform essential functions of job.
5. Assists in answering phones within department and directs calls to appropriate individuals.
6. Mails notifications and other necessary information to carry out departmental needs.
7. Assists general public by greeting visitors or answering routine phone questions and directing individuals to proper locations or offices.
8. Prepares and distributes various department forms, licenses or other department documents as required.
9. Compiles data within department necessary for completion of reports.
10. Calculates simple math and performs light bookkeeping duties; prepares reports as requested.
11. Assists in collecting monies due department.

OTHER DUTIES OF JOB:

1. Assists staff with a variety of duties as needed.
2. Performs other job-related duties as required.

SUPERVISION RECEIVED:

Receives occasional instructions as to daily work duties required and frequent to occasional supervision from department supervisor.

SUPERVISION GIVEN:

None

WORKING CONDITIONS:

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

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PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit and stand for long periods throughout the work day, with intermittent periods of walking and occasional bending, twisting, reaching and stooping as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, torso as necessary to carry out job duties.
4. Light work, with occasional lifting/carrying of objects with weights of 20-30 pounds, i.e., dockets, ledgers, etc.
5. Must be able to cope with the physical and mental stress of the position.
6. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS:

A. EDUCATION/TRAINING

High school diploma or equivalency, plus some clerical and/or bookkeeping training.

B. WORK EXPERIENCE

None required; however, clerical working experience in county government, court or legal environment preferred.

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 skills.
 3. Must possess ability to function independently, have flexibility and the ability to work effectively with coworkers and general public.
 4. Must possess ability to maintain confidentiality in regard to department information and records.
 5. Must possess the technical knowledge of operating typewriter and other office equipment as necessary to carry out job duties.
 6. Must possess knowledge and ability to practice correct usage of grammar, spelling and filing rules and procedures.
 7. Must possess the ability to learn assigned clerical tasks and adhere to prescribed departmental procedures.
 8. Must possess the ability to perform simple math calculations and tabulations accurately and within reasonable speed.
 9. Must possess the ability to learn County rules, procedures and department functions.
 10. Must possess ability to correctly answer questions from general public regarding department rules and procedures.
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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DEPARTMENT CLERK I 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.