

DAWES COUNTY
CLERK
JOB DESCRIPTION

DEPARTMENT: Treasurer's Office

REPORTS TO: Dawes County Treasurer/ Dawes County Deputy Treasurer

PURPOSE OF POSITION:

This is a varied clerical position involving moderately complex work methods and problems. An employee in this position performs a wide variety of clerical functions that require the application of independent judgment and interpretation of policies and regulations based on training or knowledge gained through work experience on the job. Decisions made are limited by established precedent and departmental policy. Work includes the operation of standard office equipment and responsible contacts with the public. Advice and assistance are available when unusual or difficult matters arise.

ESSENTIAL FUNCTIONS:

- Maintains various records, assuming responsibility for accuracy.
- Receive payments and provide receipts for taxes, licenses, permits, titles, etc. in accordance with established departmental procedure.
- Prepare daily balance sheets to account for all transactions.
- Perform mathematical calculations in order to prepare deposits and balance cash drawers, daily worksheets, tax collections, and miscellaneous receipts.
- Perform customer service duties at the counter such as executing titles, preparing renewals, answering questions, and preparing miscellaneous documents.
- Issue refunds and/or miscellaneous checks to taxpayers and mortgage companies according to established procedures.
- Answer the telephone, take messages, refer callers to appropriate resources for assistance, or provide information to callers according to departmental policies and procedures.
- Maintain file system of official documents, reports, forms, plate registrations, validations, and records which may be of a confidential nature.

MARGINAL FUNCTIONS:

- Perform a variety of clerical duties as needed such as typing, preparing departmental mail, and photocopying.
- Prepare departmental communications for mailing.
- Perform other duties as directed or situation dictates.

ESSENTIAL KNOWLEDGE AND ABILITIES:

- Good knowledge of routine office procedures, standard clerical techniques, and office equipment.
- Good knowledge of and ability to utilize basic bookkeeping principles and procedures.
- Good knowledge of proper telephone etiquette.
- Ability to accurately and efficiently perform cash transactions and make change.
- Ability to perform basic input and retrieval functions utilizing state and personal computers and word processors.
- Ability to perform accurate mathematical calculations such as addition, subtraction, multiplication, and division, using a calculator or manually.
- Ability to understand and follow both oral and written instructions.
- Ability to establish and maintain effective working relationships with the general public, government officials, supervisors, and fellow employees.
- Ability to maintain the confidentiality of all departmental communications, documents and transactions.
- Ability to make minor decisions on the basis of precedents and regulations and to apply them to work problems.

WORKING CONDITIONS:

- Work is generally performed in an office setting and requires sitting, standing, bending, lifting, and carrying various office supplies.
- Work may be stressful when dealing with irate citizens and/or meeting deadlines.

Employee's Signature

Date

Supervisor's Signature

Date