

POSITION DESCRIPTION

Class Title: General Clerk

Department: Office Department

Date: June 14, 2016

GENERAL PURPOSE

Performs routine clerical work requiring some exercise of independent judgment, works closely with the Secretary/Treasurer to assist them in their responsibilities. Performs other duties as required. Proficient in the use of personal computer and other office equipment.

SUPERVISION RECEIVED

Works under the general supervision of the Secretary/Treasurer.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Answers telephone, greets visitors and general cleaning.

Typing, copying, filing and other related clerical tasks as needed.

Performs diversified duties involving the operation of a computer and related equipment to process and compile records and data.

Works closely with the Secretary/Treasurer to learn and assist them in their duties of:

Paying bills, preparing payroll records, paychecks, monthly and quarterly tax deposits and tax reports.

Receiving revenue from taxes, fees, fines, etc. and making deposits to checking accounts.

Posting all revenue and expenditure transactions, balancing bookkeeping records, reconciling checking accounts and filing all vouchers and receipts. Balancing petty cash.

Preparing monthly Treasurer's Report and other financial reports.

Working with the budget.

Preparing meeting agendas and minutes.

Attending Supervisor's meetings, including other special meetings, if requested by the Secretary.

Preparing various state and federal reports.

Preparing bid specifications and advertising.

Handling employee reports and workers compensation claims.

NONESSENTIAL DUTIES

Answers mobile radio base station.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school, diploma or GED equivalent, with courses in general office practices such as computer, typing, shorthand, filing and bookkeeping; and
- (B) Minimum of two (2) years related experience; and
- (C) Working knowledge of Microsoft Office software, including Microsoft Word, Excel, etc. and accounting software, including Quickbooks, ABS, etc.;
- (D) Any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers, electronic typewriters, modern office practices and procedures, and general bookkeeping.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to understand and carry out assigned projects; ability to carry out general clerical procedures; ability to work effectively with employees, supervisors and the public.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Telephone, calculator, computer, electronic typewriter, copy machine, fax machine, and mobile base radio.

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, stand, walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.