

Sierra County 2017-001

Position Title: Clerk I

Department: Clerk's Office

Salary Grade: New Hire:

Overtime Compensation: See Sierra County Personnel Policy, Ordinance No. 16-009 regarding overtime and compensatory time. Overtime and compensatory time must be approved by the County Manager.

Holiday Pay: See Sierra County Personnel Policy, Ordinance No. 16-009 regarding holiday pay.

Probationary Period: Employee must complete 9-month probationary period with satisfactory evaluation.

F.L.S.A.: Regular full-time position ***Classified***. Subject to Sierra County Personnel Policy Ordinance No. 16-009

Reports to: County Clerk

Job Summary

Under the direction of the County Clerk, this position performs a wide range of skilled work in the operation of computing equipment and related machines. The position is responsible for processing the daily mail, proofing microfilm, recording and filing of documents. The position receives incoming calls over the telephone and takes messages or routes the calls to the appropriate person.

Minimum Requirements:

Preference will be given to any applicant with a minimum of one (1) year experience in related work. Computer is a must. Must possess a high school diploma, GED or equivalent. Must possess a valid New Mexico driver's license. Must have the ability to communicate effectively in written and oral English.

Essential Duties:

1. Assist with general office work, (answer the phone, message taking, typing, computer work, etc.), as assigned.
2. Types and enters reports into the computer.
3. Maintains databases on the computer.
4. Compiles as needed.
5. Performs basic research duties as needed.
6. Monitors for messages and communicates necessary information to department personnel.
7. Responds to teletype messages as needed and maintains message logs.
8. Back up to clerk II for voter duties.
9. Performs other duties as assigned.

Any other job performance outside the scope of the appointed position responsibilities should have prior authorization from the Elected Official.

Work Environment:

Perform essential duties 75 to 85 percent indoors under a controlled temperature environment the balance of the job duties will be outside in various temperatures and conditions, depending on the weather. Inside work will be on fiat carpeted, wood, concrete, or tile surfaces. Outside work will be exposed to dust and fumes, and normal outside weather conditions. The position will be exposed to long working hours, some travel, mental stress and tension.

Equipment, tools and materials:

In performing the essential duties the following is a list of items needed in job performance:

Copier, Vehicle, Fax Machine, Telephone, Computer, Type writer, general office supplies and equipment, word processing software, presentation software, data base software, and adding machine.

Mental Functions:

1. Must be able to use independent judgment in various situations and recommend appropriate action.
2. Must be able to set priorities and organize assigned tasks.
3. Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling, and grammar.

4. Must be able to research and analyze data, to apply policies and procedures and to present conclusions effectively in oral and written form to senior staff, the Commission and the general public.
5. Must be able to work effectively with the public. Must have great communication skills and diplomacy in handling issues that affect the public. Must be able to change position on any issue when presented with an alternative that offers a better situation.

Physical Functions:

1. Must be able to sit, stand and work intermittently throughout the workday.
2. Must be able to lift, carry, push and pull up to 25 pounds occasionally.
3. Must be able to work with arms extended and bent on a frequent basis.
4. Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
5. Must be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.

Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease.

Approved and hired this _____ day of _____, _____ by

Human Resources Director

Department Head

Employee

