

Position Title: Clerk I - Casual

Department: Sierra County Treasurer's Office

Overtime Compensation: See section in personnel policy Ordinance No. 16-009 regarding Overtime Pay. Overtime and compensatory time must be approved by the County Manager.

Holiday Pay: See section in 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.: Casual, (Unclassified) Terminable-at-will. Casual position hired to fill a position paid by the hour that may be called on short notice and/or on an occasional basis. Casual employee is paid only for hours worked and does not receive any employment benefits. A casual employee does not have the right to grieve employment decisions. See Sierra County Personnel Policy Ordinance 16-009.

Reports to: Sierra County Treasurer

**Job Summary:**

Under the supervision of the Treasurer, this position performs a wide range of skilled work in the operation of computing equipment and related machines. This position is responsible for working with customers and processing payments. This 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 skills are a priority and employee 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:**

This position will assist with general office work, (answer the phone, message taking, typing, computer work, etc) as assigned. Processes tax payments, receivables, and assists on searches of tax payments, and other matters of importance to the Treasurer's Office. Maintains databases on the computer. Processes delinquent property tax accounts, with associated research. Compiles as needed, performs basic research duties as needed and performs other duties as assigned.

### **Work Environment:**

Performs essential duties 90 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 flat carpeted, wood, concrete, or tile surfaces. Outside work will be exposed to 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, Fax Machine, Telephone, Computer, Printer, general office supplies and equipment, word processing software, presentation software, date 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.

### **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 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 Treasurer the job duties can increase and or decrease.

Approved and hired this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Employee