

2017-001

Position Title: Clerk I

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.: Regular full-time position *Classified*. Subject to Sierra County Personnel Policy Ordinance No. 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 typing and filing reports. 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 minimum of two (2) year's college experience or a degree in related field. Must possess a valid New Mexico Driver's License. Must have the ability to analyze data, develop and compose comprehensive reports and research. 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. Types and enters reports into the computer. Assists on searches of tax payments, and other matters of importance to the Treasurer's Office. Processes incoming tax payments. Processes incoming revenues to correct funds. 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