

aster: 3.29-11

SALARY GRADE: 6
RANGE: \$25,713 - \$29,923

DEPARTMENT ASSISTANT / County Clerk

SUMMARY

Perform more responsible clerical, accounting and typing work requiring considerable knowledge of departmental practices and procedures; to perform public contact work; and to perform related clerical work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of a department head or other designated person.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Compile information and prepare correspondence, records and reports, requiring considerable knowledge of departmental activities and requirements.
2. Type correspondence, records, and reports. May compile financial and bookkeeping data, compute accounts, post to ledgers or journals, and may prepare tax or assessment rolls or other departmental records.
3. May transcribe correspondence, reports and other material.
4. Collect fees or payments and assist public in preparation of forms and statements.
5. Compose and type correspondence and reports.
6. Answer telephone and office inquiries requiring a knowledge of departmental rules and regulations.
7. Operate typewriter, computer, and office duplication or other equipment.
8. Examine records and reports for errors.
9. Issue licenses, records or other supplies and collect fees.
10. Perform a variety of tasks involving familiarity with departmental terminology and operations.
11. May audit and record filed cards, deeds and contracts.
12. May act as receptionist.
13. May receive and process mail.
14. Index and file records and reports and maintain files.

DEPARTMENT ASSISTANT (Cont'd)

15. Make appointments for supervisor and schedule meetings and functions.
16. May classify, separate and distribute complaints and citations.
17. Requisition and maintain supplies.
18. May prepare records, receipts, applications, service orders, permits, licenses or other reports.
19. May process payroll.
20. May maintain and verify accounts receivable.
21. May record and bill for service of civil papers.
22. May receive Circuit Court documents over the counter and assist with information on cases.
23. May file Circuit Court cases.
24. May act as Court Clerk in Circuit Court.
25. May microfilm, index and maintain records, retrieve as necessary.
26. Prepare names of prospective jurors.
27. May perform related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES,
SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Considerable knowledge of modern office practices and procedures, business English, spelling and commercial subjects.

Reasonable knowledge of the organization, procedures and operations of particular County department or function.

Speed, skill and accuracy in performing various clerical and typing tasks.

Ability to make arithmetic calculations with speed and accuracy.

Ability to plan and organize office activities.

Ability to assemble data and prepare accurate records and reports.

Ability to work effectively with other employees and the general public.

Ability to deal with the public tactfully and courteously.

Ability to work effectively with numbers to complete duties 2 and 4.

Ability to type 50 WPM to complete duty 2.

Ability to see well to complete duties 1, 2 and 17.

Ability to hear well to complete duties 3 and 6.

High school graduation or its equivalent.

Up to one year experience in performing responsible clerical and accounting work is required.