

Champaign County Job Description

Job Title: Senior Clerk

Department: Animal Control

Reports To: Animal Control Director

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: January, 2005

SUMMARY Performs responsible clerical duties involved in processing dog registrations and provides administrative support in the administration of the Animal Control Act and Champaign County Animal Control Ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Types, proofreads and distributes reports, correspondence, forms, etc. of a specialized nature.

Answers the telephone, takes and relays messages; responds to telephone inquiries whenever possible, forwards calls to appropriate party.

Organizes and maintains files of records and correspondence.

Monitors departmental materials and supplies, ordering as needed and verifying the accuracy of supplies received.

Maintains an accounting of department revenues and expenditures; prepares vouchers for payment of all bills; balances cash drawer and prepares daily cash receipts for deposit.

Maintains personnel and payroll records of a routine nature.

May perform specialized duties such as organizing and maintaining files and correspondence of dog registrations and fees. May compile routine reports.

May check accuracy of employee payroll sheets.

May operate radio equipment to communicate and dispatch calls for services to Animal Control Wardens in the field.

May assist in the completion and processing of bite reports and quarantine reports and follow-up, in the absence of the Animal Control Warden.

SUPERVISORY RESPONSIBILITIES May train new clerical employees and occasionally exercise limited supervision over them.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with courses in typing, business machine operation and general office procedure, plus additional specialized training and two years of responsible office experience; or an acceptable combination of education and experience in office/clerical duties. Good knowledge of arithmetic, spelling and the English language is required. Requires knowledge of modern office procedures, practices, office equipment including on-line computer terminal.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers and other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and 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. Usually, normal office working conditions. The noise level in the work environment is usually quiet.

Note: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.