

Champaign County Job Description

Job Title: Clerk

Department: Recorder

Reports To: Department Head

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: April, 2004

SUMMARY Performs a wide variety of responsible clerical duties associated with processing and maintaining official records.

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

Answers the telephone, responds to questions, takes messages and refers calls to appropriate personnel. Opens mail, prioritizes letters and files requests for criminal records.

Receives a variety of documents, enters into computer, files documents, posts changes to permanent records.

Works at a counter answering questions and assisting the public in looking up information contained in a variety of public records, in filling out forms and in retrieval and recording documents.

Takes in money from the public and issues receipts.

Posts changes in permanent record books and balances these figures against computer printouts/tie outs.

Maintains ledger books and financial records on a large number of accounts.

Balances bank statements against ledger books.

Utilizes a computer to maintain a variety of records in a number of County offices. Enters and updates data, name, address changes, etc.

May type correspondence, bills for services, documents, abstracts, forms, etc.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

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 one year related experience and/or training; or equivalent combination of education and experience in office/clerical duties.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, memos and to use good English. Ability to write simple correspondence. Ability to effectively present information to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision and depth perception.

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 quiet to moderate.

Note: This job description contains wording 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 within this job class. "Essential functions" are to be determined at the position or job level within each department.