

Clinton County, Iowa
Job Description

Treasurer's Office
Clerk

Job Title: Clerk	Reports to: Treasurer and/or Deputy I or II
Department: Treasurer's Office	Pay Band: B21
Revision Date: 9/10/2024	FLSA: Nonexempt

SUMMARY: Serves as Clerk for the Treasurer's office. This position will work closely with the treasurer, deputy treasurers, and peers to maintain accurate records, assist customers, and coworkers. Will help in all areas of the office within their scope of this position. Performs clerical and accounting tasks requiring responsible decision making in accordance with established policies. Performs secretarial tasks. Will work independently, as well as in a group. The work requires a high level of detail and the application of administrative and business skills. The position also requires a high level of customer service with respect to the public given through courteous, concise, professional treatment, and accurate and efficient transaction management. The Clerk will display behaviors and work ethic becoming of Clinton County Treasurer's Office

Essential Job Duties and Responsibilities:

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Maintains a positive working relationship with the Treasurer, the office staff, other County employees, and public. Courteous and friendly approach to problem solving within a team environment.
- Strong mathematic skills.
- Ability to type accurately and utilize all Microsoft Office suite, scanners, calculators, fax machines, photocopiers, multi-line telephones, and other proprietary software utilized by the Treasurer's office.
- Ability to organize and enter large volumes of information into various software programs and spreadsheets with a high degree of accuracy.
- Able to learn and uphold Iowa vehicle rules and regulations as dictated by the Iowa DOT, the Code of Iowa, and Iowa Administrative Code with security and confidentiality rules as they apply.
- Provides customer service that is courteous and responsive to both public and with County employees by email, phone, or in person.
- Ability to process information and communicate with customers and motor vehicle dealers to address their needs and provide stellar service.
- Must be willing and able to adapt to change and learn new rules and regulations as they relate to tax law and motor vehicle law.

Job Description: Clerk

- Adheres to accounting rules, regulations, and principles at all times.
- Ability to work within deadlines and remain positive and professional to both those within the office and others outside of the Treasurer's office.
- Organize and prioritize multiple tasks and competing priorities.
- Regular and timely attendance is required
- Performs other duties as assigned.

Additional Essential Job Duties and Responsibilities Proficiency Level 2

- Be a resource to other team members, but know when to escalate an issue to leadership.

Minimum Qualifications Requirements - (Education and Experience):

High School Diploma/GED Required

Advanced Degree is preferred.

Minimum Qualifications – (Knowledge, Skills and Abilities):

All Proficiency Levels:

- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment.
- Ability to establish and maintain effective working relationship with co-workers, government officials, community groups, and other law enforcement agencies.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Comprehensive knowledge of standard office practices, procedures, equipment, related hardware and software, and secretarial techniques.
- Thorough knowledge of law practices and policies.
- Ability to learn specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy
- Ability to uphold a positive image of the Clinton County Treasurer's Office

Proficiency Level 2:

- Knowledge of Iowa Motor vehicle rules and regulations as outlined by Iowa DOT, Iowa Code, and Iowa Administrative Code.
- Know where to source reference documents to complete required tasks
- Ability to organize and prioritize multiple responsibilities and competing priorities by being flexible to meet demands of office changes.
- Thorough knowledge of Iowa real estate tax law and motor vehicle law.

Language Skills:

Job Description: Clerk

All Proficiency Levels:

- Ability to effectively present information and respond to questions from the general public.

Proficiency Level 2:

- Ability to read and comprehend general business and legal documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of law enforcement officials and the general public.

Mathematical Skills:

All Proficiency Levels:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to learn and understand and adherence to accounting rules, regulations, and principles.

Proficiency Level 2:

- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

All Proficiency Levels:

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.

Proficiency Level 2:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.

Job Description: Clerk

- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.
- Ability to handle confidential information and deal with a variety of persons, some who are in emotionally stressful situations.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: _____

Employee Printed Name: _____

Date: _____