

# FRANKLIN COUNTY

## DEPARTMENT CLERK III

Position Description

Non-Exempt

### OVERALL OBJECTIVE OF JOB

To perform a variety of specialized departmental clerical duties and responsibilities within the assigned department.

### ESSENTIAL FUNCTIONS OF JOB

1. Types letters, reports, memos and other documents required by the department staff.
2. Sorts, copies and/or files correspondence and documents within the department.
3. Answers telephone and takes messages or transfers calls to proper individuals.
4. Greets and assists general public by taking or providing information, receiving payments or directing them to proper locations.
5. Prepares and processes required department documents, forms and reports as required.
6. Updates information to the computer database.
7. Operates computer, typewriter, adding machine, copier and other office equipment as needed.
8. Dockets and/or expunges cases when required by department.
9. Reconciles bank statements as required.
10. Assists in collecting or receiving monies due department and maintaining accurate related records of such collections.
11. Compiles data within department for completion of reports.
12. Assists department staff with special projects, reports or assignments or in administration of special department functions, as requested.
13. Maintains accurate files, statistics, manuals or other department documents as requested and as necessary.
14. Prepares billings, verifies expense reports, time sheets or other documents and reports as required within department.
15. Assists with bank deposits or other financial duties as directed.
16. Orders office supplies as directed.
17. Acts as lead worker for clerical positions in absence of supervisor, when delegated.

### OTHER DUTIES OF JOB

1. Attends meetings and/or training sessions as required.
2. Assists staff with clerical duties in absence of other clerical staff members, or as needed.
3. Makes appointments, meeting arrangements as necessary.
4. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instructions and some supervision from department Supervisor in regard to daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DEPARTMENT CLERK III AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.