

LINN COUNTY

Job Description

Job Title: Clerk 1

Department: County Treasurer

FLSA Status: Non-exempt

Revised Date: October 2016

SUMMARY

Under the supervision of the County Treasurer, the Clerk I is a nonexempt position under the FLSA that performs a variety of duties following established methods and procedures. The employee in this position assists the public with collecting taxes. This position is responsible for paid-ins, refunds, keeping addresses current (researching return mail), sending statements, sending delinquent notices, receipting mail, tax audit (semi-annually) and assisting with any other duties as necessary.

SUPERVISORY RESPONSIBILITIES

(None)

ESSENTIAL FUNCTIONS

Counts and handles money, receipts money from customers and other departments, balances your work often in large quantities and using cash drawer.

Responds to routine inquiries from telephone callers and customers. Answers questions regarding protest forms, look up values, levies, taxes and calculates amounts. Directs inquiries to appropriate departments.

Prepares and posts taxes, abatements, refunds, protests and addresses to computer files, figures delinquent taxes and foreclosures.

Prepares tax statements for large mailings, prepare checks for refunds and overpayments, helps with tax audit (semi-annually), prepare and mail delinquent notices. Send mail out daily, stamps envelopes for large mailings.

Prepares daily and monthly paid-ins from all departments.

Send and receive e-mails.

Operates office machines such as computer, calculator, postage machine, typewriter, fax machine, copy machine, shredder and scanner.

Works motor vehicle when necessary- motor vehicle reports, tag renewals, permits, refunds and other duties as necessary.

File documents, index files and keep all addresses current.

Other duties and deemed necessary.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); and up to twelve months related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE, SKILLS, ABILITY

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence.

Ability to read legal descriptions.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percent and taxes.

Ability to count money correctly and to make changes accurately.

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

Ability to deal with the public in a polite manner.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to sit, stand, walk, stoop and kneel. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS

Employee is subject to a pre-employment drug screening. Employee is required to report time and request time off through the Time and Attendance Software located on the employee's computer.