

CARBON COUNTY MONTANA

JOB DESCRIPTION



POSITION: Clerk

DEPARTMENT: Treasurer

REPORTS TO: Treasurer

- Full-Time (40 hours) Part-Time Benefit Eligible (30-39 hours) Part-Time (≤29 hours)
 Permanent Seasonal Temporary Grant-Funded Short-Term
 Exempt Non-Exempt
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PURPOSE OF THE JOB: Serve the public by assisting them with their motor vehicle licensing, collecting and recording tax payments and answering questions about taxes and motor vehicle licensing.

ESSENTIAL FUNCTIONS:

Assist customers with motor vehicle title and registrations including issuing license plates; renewing registrations, completing title transfers, staying up to date with all motor vehicle statute changes and mailing renewals and title transactions;

Perform functions in the collection of taxes;

Assist in the collection and receipt of county funds. File receipts and other records in appropriate files;

Provide customer service to the public whether in person or by telephone.

OTHER DUTIES AND RESPONSIBILITIES:

Move boxes of license plates or motor vehicle receipts from one place to another;

Retrieve boxes of records from shelves;

Submit reports as required;

Familiarity with common office processes, including filing, handling mail and directing telephone calls;

Computer literacy, including familiarity with common word processing, spreadsheets, database and basic accounting software;

Accurate and efficient typing skills for data entry, answering e-mails and typing letters and other documents; Verbal communication for addressing other employees, customers and other business contacts;

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Customer service for dealing with members of the public;

Organization and ability to multitask for filing and completing several clerical and administrative tasks at once;

Attention to detail to ensure all tasks are completed to a high standard, including taking efficient telephone messages;

May be required to perform basic maintenance on office equipment such as changing toner in copiers, cartridges in printers, etc., and/or using operating manual to trouble shoot basic problems and/or be required to know and exercise the proper procedure to place a service call;

Integrity and discretion when working with sensitive information and details;

Facilitate productive communication, develop, and nurture professional relationships and communications with coworkers, leadership, county staff and others;

Other duties as assigned.

KNOWLEDGE AND SKILLS:

Able to correctly balance individual cash drawer;

Have basic bookkeeping skills;

Able to work well with people under emotionally-charged and stressful conditions;

Able to maintain confidentiality;

Proficient with 10-key, typing, operating computer, operating office machines;

Able to work on more than one project at a time. Multi-tasker;

Able to maintain records accurately;

Able to work with minimal supervision;

Skill in active listening, speaking clearly so others can understand information that is unfamiliar, mathematics, reading comprehension, reading cursive, writing, accurate typing, critical thinking, time management, and attention to detail.

FISCAL RESPONSIBILITY:

Acceptance and confirmation of motor vehicle, tax payments, and other department finances.
Daily department reconciliation of office cash drawers.

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EXTENT OF PUBLIC CONTACT:

Extensive, constant contact with a variety of people, including the public, other staff, contractors, volunteers, visitors, etc.

WORKING CONDITIONS AND ENVIRONMENT:

Physical Activity:

Repetitive Motion: Never Occasionally Frequently Continually

(repeating movements of arms, hands and wrists)

Talking: Never Occasionally Frequently Continually

(express or exchange ideas verbally)

Hearing: Never Occasionally Frequently Continually

(perceive sound by ear)

Seeing: Never Occasionally Frequently Continually

(obtain impressions through the eye)

Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

Employee Signature

Supervisor Signature

Date

Date

CARBON COUNTY MONTANA JOB DESCRIPTION



FOR OFFICE USE ONLY

JOB DESCRIPTION: APPROVED DENIED

SALARY SCHEDULE: ADMIN CLERK DISPATCH NURSE ROAD SHERIFF

Presiding Officer Signature

Date

COMMENTS: