

Sevier County Job Description



Title: Office Clerk	Department: Treasurer
Grade: 7	FLSA Status: Non-Exempt
Job Code: 560	Effective Date: 01/19 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **entry level clerical and administrative support duties** as needed to County departments and assists in customer service.

SUPERVISION RECEIVED

Works under the direct supervision of the department head.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

- Performs various clerical and secretarial duties;
- Updates and maintains various documents generated through the on-going operations of County office;
- Duties may include preparing correspondence, assisting in mailings, answering phones, working with the public, gives directions and determines appropriate course of assistance, and answers general questions;
- Operates computer programs and performs various data entry;
- Assist with maintaining filing systems and filing;
- Performs general clerical duties and related duties as required by department head;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school or equivalent and one (1) year of experience performing above or related duties.

*An equivalent combination of education and experience may be considered.

2. **Knowledge, skills, and abilities:**

Some Knowledge of

- Modern office practices and procedures, grammar, spelling, and punctuation;
- Basic mathematics involving the use of addition, subtraction, multiplications and percentages,
- General office management practices;
- Administrative procedures;

Skill in

- Working with the public;
- Telephone etiquette;
- Basic interpersonal communication;
- Must be able to operate various computer applications such as MS Office, Excel, Word, etc.;

Ability to

- Follow written or oral instructions;
- Perform accurate mathematical computations;
- Write legibly;
- Communicate effectively, verbally and in writing;
- Establish and maintain effective working relationship with other employees, supervisors, elected officials, other departments and the general public;
- Establish and maintain comprehensive records and files.

3. **Special Qualifications:**

- Resident of Sevier County

4. Work Environment:

- Incumbent of the position performs in a typical setting with appropriate climate controls.
- Tasks require a variety of physical activities, not generally involving muscular strain and does involve walking, standing, stooping, sitting, reaching, talking, hearing, and seeing.
- Occasional minor lifting generally not to exceed 25 pounds;
- Rapid work speed required to perform keyboard operations.
- Common eye, hand, finger, leg, and foot dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)