

SEASONAL ACCOUNT CLERK – TREASURER

GENERAL STATEMENT OF DUTIES: Performs a variety of clerical tasks in keeping financial accounts and records; also required to receive payments; performs account keeping, auditing, cashing and related bookkeeping tasks; assignments are recurring in nature, but employees are expected to exercise a certain degree of judgment; work is performed under general supervision; performs related work as required.

STATEMENT OF TASKS:

Act as cashier receiving sums of money;
Balance daily cash receipts and prepare bank deposits;
Answer telephone and give general information in response to public or official inquiries;
Perform specialized work involving legal property descriptions, taxes and/or assessments;
Furnish information to County departments and the public on a variety of fiscal matters;
Utilize computers for data entry, data retrieval and word processing functions;
Filing documents both alphabetically and numerically.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of clerical methods used in keeping fiscal accounts and records;
Knowledge of office terminology and equipment;
Knowledge of business mathematics and English;
Ability to understand and carry out complex oral and written directions;
Ability to maintain good interpersonal relationships;
Ability to perform rapid mathematical operations accurately;
Ability to type 45 net word per minute
Ability to operate a computer and associated software;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS

One (1) year of cash handling experience **and** Six (6) months of data entry experience **and** Six (6) months of customer service experience.



Human Resources Director

Date Established: November 19, 2008
Revised: December 19, 2011