

**DEPARTMENT:** County Treasurer

**DUTIES:** Performs specialized clerical work involving the application of basic bookkeeping principles and practices in an established account system. Work is performed under close supervision according to specified procedures and detailed instructions. Assist the public with the acquirement of state motor vehicle licensing and titling, the processing and collections of real estate taxes, and other related program services within the Treasurer's office.

**QUALIFICATIONS:** High school diploma or GED and one year of clerical accounting experience. Or an equivalent combination of education, training, and/or work related experience that provides the knowledge, skills, and abilities necessary to perform the essential job duties of the position.

**STATUS:** Full-time – Non-Exempt - At will position.

**Hourly Wage:** Based on experience and qualifications

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**Applications and complete job description can be obtained at the Buchanan County Treasurer's Office at 210 5<sup>th</sup> Ave NE, Independence or downloaded from the County's website at [www.buchanancountyiowa.org](http://www.buchanancountyiowa.org). Completed application and signed job description will be accepted through April 13, 2018 at 4:30 p.m. or until an eligible candidate is located.**

Buchanan County is an Equal Opportunity Employer (EOE).  
It is the policy of Buchanan County to comply with the Americans with Disabilities Act (ADA), and the ADA Amendment Act (ADAAA).



**Position:** Clerk

**Supervises:** None

**Department:** Treasurer

**Gives work direction to:** None

**FLSA Status:** Non-Exempt –  
AFSCME Clerical Unit

**Reports to:** Treasurer

**Revision date:** March 21, 2018

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### **POSITION SUMMARY**

At will position appointed and reporting to the Treasurer. Performs specialized clerical work involving the application of basic bookkeeping principles and practices in an established accounting system. Work is performed under close supervision according to specified procedures and detailed instructions.

### **ESSENTIAL JOB DUTIES**

- Assists the public with the acquirement of state motor vehicle licensing and titling, the processing and collections of real estate taxes, and related program services.
- Performs general accounting or recordkeeping tasks; checks for accuracy of entries and with all documents ensuring the completeness or presence of supporting documents, and that all required forms are completed according to established departmental procedures, or state, county, and federal requirements.
- Performs and maintains the delivery of efficient customer service duties at the counter, answers the telephone, and receives and processes mail. Check email throughout the day to stay current on driver's license updates and office update notices.
- Establishes and maintains effective working relationships with the general public, other governmental officials and agencies, co-workers, and supervisors.
- Orders and delivers supplies as necessary. Checks in shipments of license plates, maintains records and accountability of plates according to established procedures.
- Operates a variety of office equipment including; **but not limited to:** personal computer, scanner, shredder, copy machines, printers, faxes, calculators, and postage machine.
- Attend safety training, continuing education, conferences and workshops, etc. to keep current and up-to-date with local, state, and federal laws and regulations.
- Maintain regular and punctual work attendance. While performing the duties of this job, the employee must occasionally lift/carry or push/pull up to twenty (20) pounds, and is frequently required to safely climb, balance, walk, stand or sit for extended time periods, turn twist body; bend; use hand to finger manual dexterity, handle, or feel objects, stoop, kneel, crouch, crawl, reach with hands and arms, and perform other job related physical demands.

### **INCIDENTAL JOB DUTIES**

- Any other duties as assigned or required by the Treasurer or deputies in the Treasurer absence.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to communicate effectively using correct grammar, punctuation, and spelling to communicate thoughts, ideas, information, and written messages.
- Ability to copy, post, and file data; proofread words, numbers, figures rapidly and accurately.
- Ability to display a high level of initiative, effort, attention to detail, and commitment towards completing assignments efficiently with minimal supervision.
- Ability to establish and maintain professional and effective working relationships with staff, customers, county departments, and outside agencies/organizations
- Ability to display high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.
- Ability to manage multiple projects with demanding and competing deadlines, excellent organizational skills, and the ability to maintain a quality work place in a diverse, fast paced, stressful and changing environment.
- Ability to follow oral and written instructions.
- Ability to organize, plan, and prioritize tasks with numerous interruptions.
- Ability to work in a team environment or individually.
- Knowledge of accounting principles and practices, and basic office practices.
- Knowledge on the use of using a personal computer, navigating multiple computer programs and in using Microsoft office software.

## **ENTRY REQUIREMENTS**

**Education/Training:** High school or GED;

And

**Work Experience:** One (1) year of clerical accounting experience which involve the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal program using elementary bookkeeping principles and practices;

Or

An equivalent combination of one year of education, training and/or work related experience that provides the knowledge, skills and abilities necessary to perform the essential job duties of the position.

**Required licenses, registrations and certifications:** Possession of a valid State of Iowa Driver's license.

**Required post-offer physical examinations:** Must meet all requirements as outlined in the employee handbook.

**Required drug testing:** Drug testing shall be required as allowed by state law.

**Residency requirement:** None.

**Other testing required:** None.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics 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.

- *Physical demands:* While performing the duties of this job, the employee is frequently required to walk; sit or stand for an extended period of time; turn twist body; bend; use hand to finger manual dexterity, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must frequently push/pull or lift up to twenty (20) pounds with ease.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT (continued):**

- Specific vision abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the employee’s work is primarily performed inside in an office setting. The noise level in the work environment is usually low to moderate.

**HOURS OF WORK**

Generally; 37.5 hours per week with the normal workweek for regular full-time employees consisting of five (5) seven and one-half (7 ½) hour days. May be required to work additional hours with minimal notice.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The County reserves the right to change or reassign job duties or combine positions at any time.
5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Department Head Signature

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Employee Signature

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Date

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Date