

### Job Description: PART-TIME CLERK

Class No.	210	Department:	Auditor's Office
Position No.	495-8910	EEOC Category:	Administrative Support
Pay Group:	HOURLY	FLSA:	Non-Exempt

#### SUMMARY OF POSITION

Under general supervision, this position provides a variety of general clerical work requiring the application of various moderately complex work methods and procedures and assists with the accounts payable. Must be extremely precise and pay strict attention to detail in all duties. Must be able to multitask, meet deadlines, and complete tasks.

Because of sensitive information handled by this position, the position requires the ability to maintain strict confidentiality and maintain high ethical standards.

#### ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the Accounts Payable Supervisor. This is a non-supervisory position. This position has regular contact with the general public, other department employees, all county departments, banks, vendors, elected and appointed officials, and external auditors.

#### EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required or assigned.)*

- Scans all invoices into the financial system
- Scans W9's into the financial system
- Assists Accounts Payable
  - Processing accounts payable by receiving invoices, matching purchase orders, confirming amounts, signatures, budgeted appropriations and related tasks
  - Enters invoices into the computer system (data entry)
  - Verifies data entry in the accounts payable batch
  - Stamps, sorts and organizes the bill list in vendor number order
  - Prints prep sheets for the accounts payable clerks
  - Boxing up and labeling accounts payable invoices for storage
- Assists with price checking
- Assist the Clerk with receptionist duties including:
  - Answers a multi-phone lines system
  - Greets the public, answer and direct incoming calls on multiple telephone lines
  - Provides general assistance to the callers and visitors and listen to complaints or concerns
  - Provides information and handling routine inquiries on own initiative
  - Takes messages
  - Opens, sorts, distributes and date stamps all in-coming mail, packages, and documents, and processes out going mail including regular mail and interoffice mail
  - Picks up and deliver mail or other documents to various locations within the county;
- Picks up and drops off paperwork to and from the various county offices;
- Assists other Auditor's office employees as requested

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

- Proficient knowledge of Microsoft Word and Excel.
- Proficient knowledge of:
  - Basic arithmetic, algebra and statistic including add, subtract, multiply, divide, interest, decimals and percents.
  - Accounts payable process.
  - Grammar, punctuation, and spelling.
  - General office procedures.
  - General ledger account numbers
  - Reception, telephone etiquette and customer services.
  - Following written and oral instructions.
  - Operating standard office equipment.
  - Providing information and assistance to office staff, visitors, and callers.
  - Establishing and maintaining effective working relationships with staff, other county departmental staff, and the public.

### **EDUCATION AND/OR EXPERIENCE**

**Any combination of experience or training may be substituted on a year for year basis.**

- Requires High School diploma or equivalent.
- Demonstrated proficiency in the use of MS Word, Excel and Outlook.
- Accounts Payable experience is preferred.

#### **Other Qualifications, Certificates, Licenses, Registrations**

- Class C driver's license.

### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

### **GUIDELINES**

The Part-Time Clerk must use judgment in selecting the appropriate guidelines and procedures for application to specific cases. This position must have a strong work ethic. The Part-Time Clerk must follow directions, meet deadlines, have good attendance, be punctual, follow through on tasks, demonstrate safety, be reliable, and have a proper attitude. The employee must make sound, accurate and timely decisions while taking appropriate risks. The employee must be an adaptable self-starter.

### **EMOTIONAL DEMANDS**

This position must handle a stress level of dealing with contacts within the general public and Guadalupe County Departments. The Part-Time Clerk meets with contacts in a structured setting at Guadalupe County facilities. The contacts are generally cooperative; however, this position must obtain, clarify or give facts to county employees and members of the outside public.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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 essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift, carry or push/pull supplies, materials and/or items weighting up to 30 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

While performing the duties of this job, the employee regularly works in a regular office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated. Work is primarily conducted indoors. The noise level in the work environment is usually moderate.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMMENTS**

Guadalupe 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 encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

CLASS NO. 210 (Continued)

JOB DESCRIPTION FOR POSITION:  
210-Clerk

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

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Signature of Employee

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Date

This signed original will be placed in employee's Personnel File.