

# Clerk/Secretary

Lincoln County

County Clerk's Office

## POSITION SUMMARY

Under the supervision of the Lincoln County Clerk, the Clerk/Secretary is a non-exempt position under FLSA. This employee handles various job responsibilities including accounts payable, elections, bookkeeping, customer assistance and general secretarial duties. This employee must possess excellent organizational, communication, and public relation skills, have the ability to handle numerous duties simultaneously, and have the ability to handle confidential information without compromise.

## ESSENTIAL FUNCTIONS

- Works with citizens, municipalities, state and federal agencies to ensure compliance with local, state, and federal laws;
- Performs all accounts payable tasks, generate reports for all departments, print checks, maintain vendor history and generate 1099's and other reports as required by federal and state law and regulations;
- Prepares and maintains county expense ledgers by fund and provides same to department heads and County Commissioners in a timely manner;
- Maintains records of daily receipts and accounting of transactions from County Treasurer's Office;
- Reports budget status of all county departments and all county budgeted funds;
- Assists counter customers with sale of various licenses, application, filings, vital statistics and genealogy requests, and other requests;
- Maintains receipt book and cash drawer;
- Data enters motor vehicle and recreational vehicle taxes;
- Assists with tax roll maintenance as required by preparing advance tax authorizations, escaped taxes, name, address, and valuation changes;
- Maintains the official real estate transfer record using information from the Register of Deeds, District Courts, domestic and foreign, Sheriff, and other sources as necessary;
- Performs data entry of utilities, intangibles and special assessments;
- Assists with annual inventory of office equipment and furnishings;
- Assists with preparation of homestead and food sales tax rebate applications;
- Prepares quarterly and annual reports for quarterly withholdings and the sales of all game licenses, boat and camping permits, etc. as required by federal and state laws and regulations;
- Answers incoming telephone inquires in a professional and pleasant manner;
- Participates in all election functions as required, including but not limited to taking voter registration applications, candidate filings, preparing supplies for polling places and assistance with advance voting, disassembling and storing supplies, preparing for and assistance with the county canvass;
- Maintains voter registration roll using information from individual applications, applications from outposts, agencies, Division of Motor Vehicles, vital statistics reports, obituaries, and other sources;
- Prepares voter registration reports as required by Secretary of State and County Clerk;
- Receives and files all required documents for election candidates;
- Must possess a strong command of the English Language;
- Signs and records checks;

## MARGINAL FUNCTIONS

- Participates in training and educational sessions as required;
- Performs general clerical duties, including but not limited to typing correspondence, minutes, and agenda;
- Provides information to the County Auditor as requested;
- Orders and maintains office and election supplies;
- Assists in payroll duties;
- Responsible for stocking and removing money from pop machine;
- Performs other duties as deemed necessary or assigned;

## **Clerk/Secretary Position Requirements**

**EXPERIENCE:** Lincoln County is willing to train employees. Employees are expected to acquire the necessary information and skills to perform the job reasonably well within six months of employment.

**EDUCATION:** A high school diploma or GED is required.

**TECHNICAL SKILLS:** Knowledge of computers and computer software, printers, calculators, typewriters and paper shredders is necessary for this position. Employee must have the ability to read and interpret legal descriptions, manuals and maps, have basic mathematical and bookkeeping skills and follow instructions. This employee must possess a strong command of the English language and ability to communicate effectively. This employee must have excellent organizational and public relation skills, and have the ability to maintain confidentiality.

**PROBLEM SOLVING:** Some problem solving exists in this position. Problems that this employee may encounter include correctly and courteously answering inquires made directly by the general public in the office or by telephone.

**DECISION MAKING:** Independent decision-making is a factor in this position. This employee makes decisions about eligibility of prioritization of daily assignments, payroll and accounts payable matters, and ordering supplies.

**SUPERVISION:** This position acts under the direct supervision of the County Clerk or the Deputy County Clerk, in the absence of the County Clerk. This employee does not provide supervision over subordinate personnel.

**FINANCIAL ACCOUNTABILITY:** This employee is responsible for county equipment and resources and may be called upon by the County Clerk to participate in decisions involving purchases approved by the Board of County Commissioners. This employee does not participate in the annual departmental budget process.

**PERSONAL RELATIONS:** Daily contact with the general public, other employees and supervisory personnel is expected. Courteous treatment and consideration of others is required.

**WORKING CONDITIONS:** No adverse working conditions exist in this position. Working in an office setting with a computer and other office equipment is the primary aspect of this position. There can be occasional confrontation with irate and/or confused members of the public.

**PHYSICAL REQUIREMENTS:** Physical activity associated with working in an office setting with some lifting and carrying heavy objects is required. There is occasional kneeling, climbing and bending.

**ATTENDANCE:** Employees must be at their job performing essential duties on a regular and continuing basis with no excessive absences.