

## SALINE COUNTY JOB DESCRIPTION

**Position(s):** Clerk  
**Job Status:** Exempt/Full-time  
**Reports to:** Treasurer  
**Supervisory**  
**Responsibilities:** No

---

### I. GENERAL FUNCTIONS

This position is responsible for assisting customers with prompt, knowledgeable and courteous service and insuring accurate transactions involving various means of payment and receipts and for maintaining all required records regarding these transactions, under general supervision of department head, in conformance with established office policies and procedures; various assigned and/or recognized duties and/or projects to keep the day-to-day operation of the Treasurer's Office.

### II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Receive payments from customers and provide receipts for motor vehicle registrations, real estate taxes, special assessments, inheritance tax, licenses, permits, boat registrations and sales tax forms, etc., in accordance with established departmental procedures and with extreme accuracy.
- Perform customer service duties at the counter with respect to each of the above-mentioned areas.
- Accept funds from individuals for the purpose of generating and delivering necessary miscellaneous receipts with accuracy and with appropriate coding.
- Issue refunds and/or miscellaneous checks to taxpayers or mortgage companies and provide appropriate receipts with respect to motor vehicle registrations and real estate taxes, in accordance with established departmental procedures.
- Assist in answering the telephone, taking messages, and referring callers to appropriate sources for assistance or providing information to callers according to departmental policies and procedures.
- Accurate and prompt processing of all mail assigned by department head on a daily basis.
- Assist in the monitoring of office inventory and operational supplies.
- File and process documents according to prescribed office procedures and maintain an organized record keeping system for operational forms, or other documents.
- Perform any other related work as required by department head and help in areas where necessary.

### III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of relevant state and federal rules and regulations, utilizing all available resources (referring to manuals, emails, and all other material) and applying the same in order to accomplish the multiple tasks associated with position responsibilities

- Knowledge of basic mathematics and ability to perform arithmetic computations
- Knowledge of county record keeping procedures and basic office procedures; skilled in using implemented computer software. Uncertainties in any of the above areas should be reported to department head or deputy.
- Skilled in using general office machines, including computer, calculator, photocopy/scan/fax machine etc. Basic knowledge of Microsoft Word and Excel.
- Ability to manage time accurately, prioritize work and detect errors in order to accomplish multiple tasks associated with position responsibilities prior to deadlines.
- Ability to work independently and to communicate and work in a harmonious manner with public and others.

#### **IV. DESIRABLE TRAINING AND EXPERIENCE**

Spanish speaking is a plus

#### **V. MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or equivalent
- Must 19 years of age
- Valid Nebraska driver's license

#### **VI. NECESSARY SPECIAL REQUIREMENTS**

#### **VII. WORKING CONDITIONS & PHYSICAL EFFORT**

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 talk and hear, frequently is required to sit, occasionally to stand; walk; arms reach with hands and arms. The employee must occasionally move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus when operating a computer, working with others and the general public for long periods in the day. The noise level in the work environment can range from quiet to noisy.

**VIII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County's Personnel Manual is a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date