



Job Posting

Job description: OFFICE CLERK - KNOX COUNTY CLERK'S OFFICE

The following is a job description for a position in the Knox County Clerk's Office. Duties are not limited to those listed:

Required: Payroll processing and HR experience

Essential Functions: Utilizes a variety of computer programs in the preparation of departmental documents, records, marriage licenses, voter registration and other election documents, payroll, personnel records and accounts payable. Utilizes a wide variety of standard office equipment in the performance of duties. Prepares, compiles and maintains a variety of public and confidential departmental records, reports, correspondence, memos, agendas and other documents. Perform customer service duties at the counter and on the telephone with a friendly and professional manner. Handle daily cash, check or credit card transactions in accordance with established departmental procedures. Maintain file system of official documents, reports and forms including those reports submitted monthly, quarterly and yearly. Perform a variety of clerical duties as needed such as typing, data entry, preparing departmental mail and photocopying. Perform a variety of accounting duties as needed such as collecting and balancing miscellaneous receipts, checkbooks, worksheets, tax reports, licenses, permits, statements. Perform a variety of duties for voter registration and all other election requirements, recording real estate documents, preparing marriage licenses, as well as working with Accounts Payable and Payroll. Perform other duties as directed or as the situation dictates.

Essential Knowledge, Experience and Abilities: Thorough knowledge of County policies, rules and regulations. Ability to maintain cooperative and friendly working relationships with fellow employees, supervisors, governmental officials and general public. Ability to operate general office programs such as Microsoft Word, Microsoft Excel and other computer office programs. Ability to maintain the confidentiality of documents and information that is not for public review. Ability to maintain departmental records, compile information and prepare accurate reports. Ability to perform accurate mathematical calculations such as addition, subtraction, multiplication and division.

Essential Physical Demands and Typical Working Conditions: Normal Office hazards are encountered, i.e., prolonged sitting and extended use of a computer. Work duties require sporadically lifting large real estate books a short distance from the file rack to the counter/table.

Essential Attendance and Availability Requirements: Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays. Must work at the assigned work site. Must travel as required.

Job Type: Full-time

Pay: \$17.50 per hour

Expected hours: 40 per week

Benefits: Dental/vision insurance, life insurance, full family health insurance, paid time off

Schedule: 8 hour day shift

Work Location: In person