

OFFICE CLERK - JOB DESCRIPTION

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

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.