



JOB DESCRIPTION

Job Title: Clerk

Reports To: Treasurer

Classification: Non-Exempt

Introductory Period: 180 Days

Termination Notice Expectation: 2 Weeks

General Statement of Duties:

- Perform duties as assigned by the Treasurer
- Serve the public at the counter
- Process financial information and prepares reports
- Responsible for cash drawer and daily balancing
- Process license renewals, transfer titles and other motor vehicle transactions
- Collect property taxes

Minimum Qualifications:

- High School Diploma or G.E.D.
- Must have a strong affinity for figures and be able to perform mathematical calculations in a prompt and efficient manner
- Must be able to use Microsoft Applications
- Must be bondable

Other Requirements:

- Must be able to deal with the public in a friendly, courteous manner

Certification:

I hereby certify that I have read and accept the duties and obligations associated with this position.

Signature of Employee

Date