

Uintah County

Job Description



Title:	Office Clerk	Code:	506
Division:	Administration	Effective Date:	3/07
Department:	Various	Last Revised:	8/15
FLSA Cat:	Non-Exempt	Pay Grade:	4

GENERAL PURPOSE

Performs a variety of **entry level clerical and administrative support** duties to various County departments and assists with customer service.

SUPERVISION RECEIVED

Works under the direct supervision of the department head.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs various clerical and secretarial duties.

Updates and maintains various files of documents generated through the on-going operations of the various offices of the County.

Greets the public, answers general questions, gives directions and determines appropriate course of assistance.

Must be able to navigate computer programs and performs various data entry; assists with maintaining filing systems, and filing.

Performs general clerical duties and related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school;
 - AND
 - B. One (1) year of experience performing above or related duties.

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of standard office procedures and policies; good English usage, grammar, and spelling; basic mathematics involving the use of addition, subtraction, multiplication and percentages; operation of standard office equipment; filing systems, alphabetical and numerical; computer operation; interrelationships of various departments and/or County functions.

Skill in working with the public; telephone etiquette; basic interpersonal communication. Must be able to operate various computer applications such as MS Word, Excel, etc.

Ability to follow written or oral instructions; work in a standard office setting requiring extensive sitting or standing; perform accurate mathematical computations; write legibly; communicate

effectively, verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Incumbents of the position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, and does involve walking, standing, stooping, lifting, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)