

ADAIR COUNTY  
POSITION DESCRIPTION

Position: Clerk/Full-time

Reports to: Auditor

Department: Auditor

Revision Date: May 2018

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General Summary

Enters claims for payment on computer, prints checks, and produces applicable reports, back up for preparing payroll and corresponding reports, filing.

A. Essential Functions

1. Enters claims for payment on computer.
2. Prints checks, runs corresponding reports, prepares for mailing.
3. Checks accuracy of claims.
4. Makes copies, files reports
5. Prepares payroll checks and corresponding reports as needed.
6. Uses ten key calculator with accuracy.
7. Type letters or reports, prepares spreadsheets.
8. Registers voters at counter, processes absentee ballots, works with I-Voter system.
9. Assists public with questions.
10. Prepares minute book index.
11. Verifies accuracy of payroll and/or checks.
12. Follows HIPAA rules & procedures.
13. Cross trained to prepare payroll if necessary
14. Back up for Supervisors Meeting minute taking.
15. Balances Misc Receipts
16. Reconciles Outstanding Checks
17. Processes Passports, takes passport photos
18. Retains passport transmittal forms and keeps applications up to date.
19. Passport Facility Manager-handles annual certifications and facility visits
20. Prepares Housing Trust Fund Reports
21. Maintains Fixed Assets spreadsheet and prepares Capital Assets spreadsheet for the State Auditors
22. Verifies Treasurer's checking and savings accounts monthly
23. Issues parcel letters to surveyors, helps public with finding real estate deeds.
24. Orders office supplies
25. Processes and reconciles Environmental Health payments
26. Active Wellness Committee member
27. Processes 1099s
28. Cross Trained to prepare County Budget, Taxes, and Valuations

- B. Physical Demands. Ability to frequently move between floors. Ability to move to different heights to file, record entries, and run copies. Must lift and carry 23-pound books, office supplies, and odd size materials. Sits to use computer and shredder. Normal office dexterity needed.
- C. Cognitive Demands. Calculate, alphabetize, place in numerical order, analyze claims. Must be able to use personal computer.
- D. Work Environment and Equipment. Works in office environment. Uses office equipment, including personal computer, typewriter, calculator, copying machine and fax machine. Requires going to basement.
- E. Supervision of Others. None
- F. Entry Qualifications. Must have typing ability, numerical skills, computer skills, multi-tasking and organizational skills, ability to deal with the public and a fast-paced environment. Must be willing to learn and be a self-starter.
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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
4. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.