

Date Posted: 11/3/15
Department: Clerk & Recorder/Treasurer
Job Title: Office Clerk
Location: Kiowa
Salary: \$2,365-\$2,956/month
Applications accepted until: 11/9/15
Elbert County is an Equal Opportunity Employer
If interested, please submit application and resume to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, Colorado 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call (303) 621-3150



OFFICE CLERK

Department: Clerk and Recorder
Treasurer/Public Trustee
Date: October 2015

Salary: \$2,365-\$2,956/month
FLSA: Non-Exempt

DEFINITION/SCOPE OF WORK

The incumbent performs a variety of routine and repetitive clerical work in support of administrative, professional and/or technical staff activities. The incumbent works in partnership with other employees, departments/divisions, external entities and the public in delivering effective and innovative services. Position is generally scheduled from 7:30 a.m. to 5:00 p.m. Monday thru Thursday.

ESSENTIAL REQUIRED TASKS/EXAMPLES OF DUTIES

(Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include any other nonessential or peripheral duties that may be required. Elbert County retains the right to modify or change the duties or essential and additional functions of the job at any time without notice.)

- Performs routine clerical work in support of the division/department
- Answering phones, directing telephone calls, providing customer assistance and information
- Cover for front desk personnel as needed; Receive the public and answer questions
- Respond to inquiries from employees, citizens and others and refer, when necessary, to appropriate persons and/or department
- Assist people in completing forms, applications and registrations
- Type correspondence, forms, reports and other material from copy, rough draft or other sources
- Compose routine correspondence based on standard formats
- Proofread for grammatical and format accuracy and completeness and made additions or resolve minor discrepancies
- Sort and distribute incoming mail, process outgoing mail, operate office machines as required
- Maintains records, files, and other materials according to established methods and procedures; review files and retrieve information
- Perform data entry on computer; use word processing software for written correspondence
- Assist in developing and maintaining office forms; maintain office supply inventory
- Takes proper safety precautions, anticipates unsafe circumstances and acts accordingly to prevent accidents; uses all required safety equipment
- Performs related duties as requested

QUALIFICATIONS AND SKILLS

Experience working in an office environment with strong customer service skills, computer background with accurate typing, filing and phone etiquette preferred

Ability to communicate effectively both orally and in writing

Ability to establish and maintain effective working relationships with peers, supervisor staff, elected boards, other departments/agencies and the public

MINIMUM QUALIFICATIONS

Education: High school graduate or GED equivalent; preferably with some coursework in general office practices such as word processing and filing

Experience: Two years of clerical experience preferred

Abilities: Ability to handle confidential information; work with a minimum of supervision in a limited space; focus attention on routine or repetitive tasks without losing concentration or becoming distracted; detail oriented and focused, accurately process and copy alpha and numeric values; organize activities in order to complete tasks in accordance with priorities; address multiple demands or meet deadlines; organize tasks and working environment to maximize efficiency; make logical and mature decisions; adapt to interruptions, equipment failures, unusual demands or changing priorities; work well with culturally diverse people; establish and maintain effective working relationships with other employees, the public and other agencies; communicate clearly and concisely in English, verbally and in writing; work well with varied and demanding people; handle stressful situations; adhere to safety practices and procedures; understand and follow written and oral directions and established procedures

ADDITIONAL REQUIREMENTS

Must be able to pass a criminal background check

Physical Requirements:

- Driving: Occasionally
- Balancing: Occasionally
- Bending/Stooping: Frequently
- Twisting: Frequently
- Squatting/Crouching: Frequently
- Kneeling: Frequently
- Crawling: Occasionally
- Climbing Stairs: Frequently
- Climbing Ladders: Occasionally
- Reaching at shoulder level: Frequently
- Reaching below shoulder level: Frequently
- Reaching above shoulder level: Frequently
- Standing/Walking: Frequently
- Position requires sitting for extended periods of time.
- Lifting: 1 lb minimum/50 lbs maximum
- Carrying: 1 lb minimum/50 lbs maximum
- Push/Pull: 1 lb minimum/50 lbs maximum

General Work Environment: Office

Probation Period:

Initial 6 months with potential of one 6-month probationary period extension based on Supervisor recommendation and Director approval.

