

**Position Title:** Office Clerk  
**Department:** Treasurer's Office  
**FLSA Status:** Non-Exempt  
**Reports to:** County Treasurer

**Position Summary:** The Office Clerk for the Treasurer's Office performs general administrative duties, interacts with and assists citizens of the county and general public, and ensures that aspects of the Treasurer's Office are running smoothly.

### **Essential Job Functions**

- Perform administrative duties such as data entry, typing, filing, etc.
- Proofread and process miscellaneous records and forms.
- Maintain all files for the Office.
- Collect real estate, sales, and personal taxes.
- Prepare for tax sale and process tax sale certificates.
- Provide responsive, courteous, and efficient service to the County residents and the general public.
- Maintain daily receipts, reconcile cash drawer.
- Issue Motor Vehicle titles, registrations, plates, refunds, etc.
- Issue driver's licenses, C.D.L.'s, learner permits, I.D. cards, school permits, etc.
- All other duties assigned.

### **Preferred Talents**

- Strong attention to detail.
- Customer service mindset.
- Ability to adapt to new situations and requests quickly.
- Confidence leading and directing others.
- Strong written and verbal communication skills.

### **Qualifications**

- High school diploma or equivalent

### **Physical requirements**

This position must be able to stand for long periods of time, operate a computer, office equipment, and may occasionally lift up to 45lbs.

### **Working Environment**

While performing the duties of this job, the employee will be exposed to indoor conditions. The noise level in the work environment is usually moderate.