

**WALKER COUNTY
PART-TIME MAIL CLERK – TREASURER’S OFFICE**

SUMMARY OF POSITION:

Responsible for picking up, distributing and processing mail for multiple county offices and general clerical duties.

- **SOURCE OF SUPERVISION:**

Position is supervised by the Treasurer with limited use of initiative and independent judgment.

- **RESPONSIBILITIES & DUTIES:**

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Pick up, distribute and process mail Countywide.
- File records.
- Scan documents into electronic imaging system.
- Make copies.
- Prepare basic spreadsheets.
- Responsible for maintaining mail related records.
- Perform general office duties to include answering the telephone and assisting with general clerical duties.

OTHER IMPORTANT DUTIES & RESPONSIBILITIES:

- Perform additional duties and special projects as assigned by the Treasurer.

- **REQUIRED AND PREFERRED QUALIFICATIONS:**

KNOWLEDGE OF: Principles, methods, and practices of basic office skills. Knowledge of County and departmental organizational structure, policies, procedures, rules, and regulations preferred.

SKILL/ABILITY TO: Communicate ideas and instructions clearly and concisely. Coordinate with other staff, departments, and officials. Use basic administrative problem-solving techniques. Use computers in a local area network environment. Calculate, prepare and maintain accurate mail related reports, files, and records. Type 40 wpm preferred. Ten-key and data entry skills preferred.

- **ACCEPTABLE EDUCATION, EXPERIENCE & TRAINING:**

EDUCATION: High school diploma or GED.

EXPERIENCE: Prior work experience preferred. Experience with computer operations and spreadsheets preferred. Must have a driver’s license and good driving record.

TRAINING: None required.

- *ENVIRONMENTAL CONDITIONS:* Include working inside, working closely with others, working alone, working protracted or irregular hours, driving and traveling by car.
- *PHYSICAL CONDITIONS:* Ability to sit, walk, stand, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, hear with aid, see, write, count, read, speak, analyze, alphabetize, perform basic math skills, and lift and carry up to 50 lbs. Equipment used in performing the essential functions includes car, computer and related equipment, calculator, copier, fax machine, and telephone.

Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

DATE 09/07/2022

DEPARTMENT: Treasurer’s Office