

# Fayette County Summarized Job Description

## Treasurer's Office Clerk

Perform the tasks necessary to carry out the duties of the office of county treasurer as specified by the Code of Iowa. Perform any additional tasks that may be assigned for the benefit of the county.

### Knowledge of:

- Basic accounting practices
- Windows based computer programs (i.e. Word, Excel, Outlook)
- Safe operation of all types of motor vehicles

### Ability to:

- Represent Fayette County in a professional, responsible, and trustworthy manner
- Provide customer service that is courteous, tactful, responsive, and professional
- Establish and maintain effective working relationships with the public and co-workers
- Objectively follow and enforce the laws, rules, and regulations as they relate to the duties assigned
- Maintain confidentiality and security of information
- Understand and adapt to changes in the laws and procedures as they relate to the duties assigned
- Maintain concentration and pay attention to detail while dealing with numerous interruptions
- Read, write, and comprehend the English language
- Speak and hear clearly to permit effective communication
- Understand and follow written and oral directions
- Examine, compare, and evaluate information and documents for completeness, accuracy, and authenticity
- Sit, stand, walk, climb, stoop, kneel, crouch, squat, bend, twist, and reach
- Lift, carry, and move objects weighing up to 25 pounds
- Make change when processing cash transactions
- Safely enter and exit all types of vehicles including cars, trucks, buses, and semi-tractors
- Operate common office equipment (i.e. computer, fax, multi-line telephone, calculator, copy machine, etc.)
- Satisfactorily complete required training classes (overnight travel may be required on rare occasions)
- Attend work regularly at the designated place and time (occasional overtime may be required)

### Minimum Education, Training, and Experience:

- High school graduate or equivalent.
- Maintain a valid Iowa driver's license and be insurable under the county's vehicle insurance policy

### Specific Duties:

- Issue motor vehicle titles, registrations, and related documents
- Issue drivers' licenses, non-driver identification cards, and persons with disabilities parking permits
- Work at the Oelwein Driver's License Station on a regular basis (normally one day per week)
- Help with property tax services, treasury management services, and other county services as needed
- Balance money received with work performed; prepare bank deposits; reconcile bank statements
- Scan and review documents for archival purposes
- General office work (i.e. answer telephone, file documents, process incoming and outgoing mail)
- Conduct driving exams
- Possibly conduct pre-trip inspection, skills, and road tests relating to a commercial driver's license
- Possibly conduct motorcycle skill tests

This job description in no way states or implies that the description includes every ability, duty, or knowledge requirement necessary in the performance of the job. Its sole purpose is to provide prospective applicants a brief overview of the stated position.

**Return completed applications to: Attn: Clerk Position, Fayette County Treasurer, PO Box 273, West Union, IA 52175**