

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:

- Accounting practices
- Windows based computer programs (i.e. Word, Excel, Outlook)
- General office procedures

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
- 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.
- Post-secondary accounting education and/or experience helpful
- Maintain a valid Iowa driver's license and be insurable under the county's vehicle insurance policy

Specific Duties:

- Assist the public with property tax questions and payments
- Prepare bank deposits and/or reconcile bank statements
- Maintain general ledger accounts
- Prepare daily, monthly, and yearly financial reports
- Reconcile payment ledgers
- Scan and review documents for archival purposes
- General office work (i.e. answer telephone, file documents, process incoming and outgoing mail)
- Issue motor vehicle titles, registrations, and related documents
- Issue persons with disabilities parking permits
- Possibly issue drivers' licenses and non-driver identification cards
- Help with other county services as needed

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
First consideration will be given to applications received by February 4, 2019.