

Hill County
Position Description
May 2019

Position: Clerk

Department: Treasurer's Office

Accountable To: Treasurer

Summary of Work: Assists the public in securing motor vehicle titles, registrations, and licenses; assists with tax billing and collection process. Works in close cooperation with State and County offices. Demonstrates efficient and accurate cash handling and receipting.

Job Characteristics:

Nature of Work: This position performs clerical duties requiring attention to detail, accuracy, timeliness, fiduciary trust and integrity. Must be able to be pleasant and deal with stress of dissatisfied people and deadlines; must be able to work with frequent interruptions. Deals with sensitive information and adheres to standards of confidentiality.

Personal Contacts: Constant daily contact with the public in person and by phone. Daily coordination of duties with other office personnel and department heads.

Supervision Received: Instructions and training from the Treasurer and Deputies as necessary.

Essential Functions: Position requires ability to: communicate orally and in writing; interpret and explain laws and regulations; read written material; calculate; maintain records; balance cash; do bookkeeping; type; file; operate a computer; operate office machines. Position occasionally lifts heavy boxes of license plates.

Areas of Job Accountability and Performance:

Assists the public at the front counter with motor vehicle registrations and titles.

Checks paperwork to ensure everything is complete and correct. Pre-enters title work in the computer and perfects liens. Enters information into the motor vehicle computer system for motor vehicles.

Processes out of state and out of county title work.

Mails out correspondence.

Waits on counter to collect current and delinquent property taxes as well as motor vehicle receipts.

Collects and reconciles daily receipts and payments with attention to detail.

Gives information and explanations by phone and in person to the public.

Perform other related duties as required.

Job Requirements: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation.

Knowledge: This position requires a knowledge of computers and computerized bookkeeping, knowledge of basic accounting practices, state motor vehicle laws, property tax laws, and modern office methods and procedures.

Skills: This position requires skills in dealing with people; handling financial transactions; operating a computer, calculator and other office equipment.

Abilities: This position requires the ability to: pay attention to accuracy, detail, and timeliness; work as a team; be courteous and efficient; handle stressful situations; maintain confidentiality; work with frequent interruptions; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

Education and Experience:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--A High School diploma with classes in bookkeeping, computers and use of office machines helpful.

--Experience in an office setting with clerical duties and the use of computers, calculators, and other office machines preferred.

Job Performance Standards:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

--Performs assigned duties.

--Effectively waits on the counter and assists the public.

--Accurately processes motor vehicle registrations and titles.

--Assists with tax preparation and collection competently.

--Demonstrates proficiency in the use of county and state computer systems.

--Provides accurate information on taxes, fees, and registrations.

--Maintains confidentiality of sensitive information.

--Maintains accurate and timely records.

--Deals tactfully and courteously with the public.

--Observes work hours.

--Demonstrates punctuality.

--Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

--Follows appropriate dress code