

## CALLAWAY COUNTY POSITION DESCRIPTION

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**DATE:****JOB TITLE:** Elections/Accounts Payable Clerk**NAME:****DEPARTMENT:** County Clerk**IMMEDIATE SUPERVISOR:** County Clerk**STATUS:** Non-Exempt

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### ESSENTIAL FUNCTIONS

- I. Accounting Related Activities 70% of Time
- A. Maintains an understanding of all the various processes and procedures of the office assuring that knowledge base is current.
  - B. Data enters all bills and generates reports assuring for accuracy and timeliness.
  - C. Distributes checks assuring for timeliness.
  - D. Creates annual invoices for liquor licenses and mails assuring for timeliness.
- II. Administrative and Customer Service Related Activities 20% of Time
- A. Receives calls, makes determination regarding specific need. Directs caller to appropriate person assuring for accuracy and professionalism.
  - B. As possible answers questions and provides clarification assuring for accuracy and professionalism. Completes any other follow-up assuring for timeliness and accuracy.
  - C. Takes messages and assures callers that follow-up will occur.
  - D. Greets citizens as they come to the office. Answers questions and provides documents, clarification, or explanations assuring for accuracy, friendliness, and professionalism.
  - E. As needed assists with incoming mail. Sorts and distributes.
  - F. Issues Notary Commission and Auctioneers' Licenses.
- III. Election Related Activities 10% of Time
- A. Hires election judges and determines costs of election and reconciles books assuring for accuracy, timeliness, and professionalism.
  - B. Fulfills absentee vote requests assuring for timeliness.
  - C. Reconciles votes from each precinct assuring for timeliness, accuracy, and professionalism.
  - D. Submits results of election to media and certifies results to political entities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other County related duties requested by their supervisor, subject to reasonable accommodations.

### BUSINESS EXPECTATIONS

- ◆ Applies applicable rules, regulations, and policies.
  - ◆ Attends work regularly and is punctual.
  - ◆ Behaves professionally and presents a professional business appearance.
  - ◆ Conducts self in such a way as it reflects positively on the County.
  - ◆ Fosters positive working relationships and accepts new responsibilities.
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- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

### **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 20 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

### **KNOWLEDGE REQUIREMENTS**

- ◆ Completed high school diploma.
- ◆ Computer literacy.
- ◆ Experience in an office setting.
- ◆ Legible penmanship.

### **MENTAL EFFORT**

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

### **COMMUNICATIONS**

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication.

### **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.