

Skill in effectively dealing with public in a courteous and helpful manner, in person and over the telephone, including dealing with individuals with a variety of personalities and moods.

Ability to perform basic math and bookkeeping functions. Ability to make change from cash transactions.

Ability to operate cash register, adding machine, and computer in order to reconcile financial statements and prepare financial reports.

Ability to operate standard office equipment including photocopier, telephone, and typewriter.

Ability to communicate effectively in written and oral form to inform, explain and persuade.

Ability to maintain orderly files and records using standard alphabetical and numerical sequencing.

Ability to prepare reports and maintain accurate records. Ability to proofread and check work for accuracy.

Ability to lift and carry heavy books weighing up to 25 pounds.

Ability to reach, climb, balance and kneel in order to obtain and return appropriate record books.

ENTRY REQUIREMENTS

High school diploma or ability to read, write and perform basic mathematics at the high school level. Some business college or experience working in an office setting recommended.

WORK ENVIRONMENT

Works inside. Majority of work is performed while seated at desk or standing in office. Frequently has direct contact with public. Work includes frequent interruptions.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty 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 job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties, or combine positions at any time.