

# **ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A PART TIME CLERK**

**FLSA Status:** Non-Exempt

**JOB SUMMARY:** Perform clerical tasks for the Treasurer's Office under the general supervision of the Treasurer or Chief Deputy.

## **ESSENTIAL FUNCTIONS:**

- ◆ Greet public, answer telephone and convey messages.
- ◆ Scan documents, verify accuracy, destroy documents.
- ◆ Assist with accounts payable, accounts receivable and payroll, as needed.
- ◆ Assist with reconciling and reporting, as needed.

Other requirements include duties as assigned within the scope of responsibility and skill required of the job.

## **EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:**

- ◆ High School graduate or equivalent.
- ◆ Calculator experience required.
- ◆ AP/AR experience helpful.

## **SKILLS, KNOWLEDGE AND ABILITIES:**

- ◆ Basic computer and typing skills.
- ◆ Ability to efficiently operate office equipment.
- ◆ Proficient in both oral and written communications.
- ◆ Must be confidential with personnel records.
- ◆ Must be friendly, courteous and helpful to the public.
- ◆ Ability to associate with all County departments in a professional manner.

**WORKING CONDITIONS:** Work is performed indoors. This position has continual exposure to the computer monitor. This position could require some work in the storage building which is not acclimated to weather conditions.

**PHYSICAL REQUIREMENTS:** Generally, this position requires light lifting, usually less than 10 lbs but can be up to 25 lbs occasionally. Deputy must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

This position pays \$9.18 per hour. Only 28 hours may be worked per week.

Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS on a supplemental death benefit for the employee.

Drug screen required.

Position open until filled.