

CARBON COUNTY MONTANA

JOB DESCRIPTION FORM

Job Title: Treasurers Office, Clerk

Position#:

Department: Treasurer's Office

Reports To: Treasurer And Deputy Treasurer

Revised New Regular Temporary Non-Union Union

Full-Time Part-Time Hours per week: 40.00 Nonexempt Exempt

Reason for opening:

Prepared By: Commissioners Staff

Date: 2/2/12

I.	PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)
	Serve the public by assisting them with their motor vehicle licensing, drivers licensing, collecting and recording tax payments and answering questions about taxes and motor vehicle licensing.
II.	ESSENTIAL FUNCTIONS (What activities are required for the position to exist? Estimate the percentage of time spent in each.)
	Assist customers with motor vehicle title and registrations including issuing license plates; renewing registrations, completing title transfers, staying up to date with all motor vehicle statute changes and mailing renewals and title transactions. Perform functions in the collection of taxes. Assist in the collection and receipt of county funds. File receipts and other records in appropriate files. Provide customer service to the public whether in person or by telephone.
III.	OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)
	Move boxes of license plates or motor vehicle receipts from one place to another. Retrieve boxes of records from shelves. Submit reports as required. Other duties as assigned.

<p>IV. KNOWLEDGE AND SKILLS (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)</p>
<p>Required:</p> <p>Able to correctly balance individual cash drawer</p> <p>Have knowledge of Montana motor vehicle statutes.</p> <p>Have basic bookkeeping skills.</p> <p>Able to work well with people under emotionally-charged and stressful conditions.</p> <p>Able to maintain confidentiality.</p> <p>Proficient with 10-key, typing, operating computer, operating office machines.</p> <p>Preferred:</p> <p>Able to work on more than one project at a time. Multi-tasker.</p> <p>Able to maintain records accurately.</p> <p>Able to work with minimal supervision.</p>
<p>V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)</p>
<p>Collect and record money paid for taxes and licensing and provide receipts to payees.</p>
<p>VI. EXTENT OF PUBLIC CONTACT (Within and outside the company)</p>
<p>Continuous contact with the public, on the telephone and in person. Work closely with other department personal and with personnel from other agencies.</p>
<p>VII. WORKING CONDITIONS AND ENVIRONMENT (Necessary travel, unusual work hours, unusual environmental conditions, etc.)</p>
<p>Minimal travel, may require overtime.</p>

VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input checked="" type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved Denied

By:

Date:

Comments: