

# CARBON COUNTY MONTANA

## JOB DESCRIPTION FORM

Job Title: Clerk/Accounts Payable

Position#:

Department: Clerk And Recorder

Reports To: Clerk And Recorder

Revised    New                       Regular    Temporary                       Non-Union    Union

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

Reason for opening:

Prepared By:

Date:

<b>I.</b>	<b>PURPOSE OF THE JOB</b> (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)
Preserves the county's public records; executes the county accounts payable every month as well as processing the required reports monthly and annually; also works with the election administrator to process registered voters and assist with elections.	
<b>II.</b>	<b>ESSENTIAL FUNCTIONS</b> (What activities are required for the position to exist? Estimate the percentage of time spent in each.)
Under direction of the Clerk and Recorder: Process county accounts payable/inventory and prepare required reports 40% Maintain books, papers, maps and records filed or deposited in the clerk's office by the public or by county officials 25% Make records available and accessible to the public 25% Administer and maintain vital records and election records for the county 10%	
<b>III.</b>	<b>OTHER DUTIES AND RESPONSIBILITIES</b> (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)
Ensure reception sheets and recording fees balance daily; deposit weekly recording fees and prepare monthly reports as necessary Support and be available for Municipal, Primary, General, or Special Elections. Attend training as needed.	
<b>IV.</b>	<b>KNOWLEDGE AND SKILLS</b> (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)
This position requires a working knowledge of: county policies and procedures, county records	

and history, ability to read maps and land descriptions, modern office practices and procedures, accounting and bookkeeping practices, and telephone etiquette.

This position requires considerable skill in the use of a computer and printer, various computer applications (or the ability to learn same), calculator and general office equipment and machinery.

This position requires annual on-line training for 1099 filing.

This position also requires considerable attention to accuracy, detail and timeliness.

V. **FISCAL RESPONSIBILITY** (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

Responsible for the accuracy and timeliness of payments made from submitted claims;

Responsible for maintaining Work Comp/Work Comp Exemptions and liability insurance information on vendors for possible state audit;

Responsible for preparation, mail out and maintenance of 1099s with state and federal reporting;

Responsible for balancing recording fees at end of day and counting total weekly receipts for deposit;

Responsible for counting the cash in the office of the County Treasurer at end of month, and keep a copy of the count in the office.

VI. **EXTENT OF PUBLIC CONTACT** (Within and outside the company)

Will work extensively with Commissioners, other departments and the general public;

Assists customers in looking up plats, documents and other information from the public records;

Provides referrals to other departments from information-seeking customers;

Adheres to standards of confidentiality;

Assists election administrator with registration of voters and requests for absentee ballots.

VII. **WORKING CONDITIONS AND ENVIRONMENT** (Necessary travel, unusual work hours, unusual environmental conditions, etc.)

Work is performed in an open office setting with moderate noise level due to public transactions with the Clerk and Recorder's office and other county departments.

Occasional work after hours or on scheduled off days depending on current workload; required to work elections days (federal/state primary and general); occasional travel to educational seminars or training.

Education and Experience:

This job requires education and experience equivalent to an Associate's degree in accounting, business administration, or related field. Equivalencies include graduation from High School or a GED plus two (2) years related work experience.

**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 checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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 checked="" 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: