

Job Title: Deputy Clerk-Auditor, Level I
Department: Clerk
Reports to: Elected Clerk of the District Court
FLSA Status: Non-Exempt

NOTICE TO APPLICANTS:

Please read this job description carefully and ask for clarification if you have difficulty understanding the functions of this job.
Please describe any accommodations that you need in order to perform this job.

SUMMARY

Under the general supervision of the Elected Clerk of the District Court-Auditor, this position's primary responsibilities include processing county departmental daily deposits, accounts payable, and vendor management. Secondary responsibilities include backup to taxing district and levy processing, annual budget coordination, and payroll services. Work is performed under Idaho laws pertaining to county government, and requires the highest degree of accuracy and attention to detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include but are not limited to the following:

Auditor:

- Balance departmental daily transactions with monies receipted, including cash, currency, credit cards and ACH deposits.
- Prepare daily Auditor's Certificates and ensure monies receipted are posted to correct revenue accounts
- Deliver monies and Auditor's Certificates to Treasurer for daily deposit and accounting
- Process county accounts payable, including entering invoices and preparing weekly payables reports for the Board of County Commissioners' approval, processing the payments; management of county departmental credit card accounts; and Idaho State Public Defender reimbursement and account management
- Vendor management including proper setup of vendors and keeping required Federal W-9 Forms current
- Assist with HR as needed
- County Inventory management
- Annual reporting of Unclaimed Property, Vessel/Waterway Reports, Snowmobile reports, Annual Road and Street Finance report, Annual Trial Court Financing report, and 1099 vendor tax reporting
- Manage county printers, copiers and postage meter machine accounts
- Assist elected Clerk as needed with other duties as assigned

Notary Public:

- Provide Notarial services upon request
- Bondable

QUALIFICATIONS & SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge **General** - Typing (Minimum 40 wpm) 10-Key, computer proficiency in Microsoft Word and Excel, Adobe Acrobat, and government accounting software. Operate office equipment including but not limited to computers, copiers, postage meter machine, scanners and printers.

Abilities **Communication** – Communicate effectively and gain the trust and respect of everyone at all levels in county government and with the general public. Give specific timely feedback so that work can be accomplished effectively; build trust and credibility; demonstrate the ability to persuade and influence others in a positive manner; confront interpersonal issues; resolve conflicts; express ideas clearly, candidly and concisely in oral and written communication with few to no spelling and grammatical errors; listen actively and carefully avoid speaking over others; convey a positive image of self, co-workers, supervisors, elected clerk and other Cassia County officials using proficient

communication techniques; Keep supervisor and other leaders informed about progress and problems to avoid unexpectedness.

Customer Service - Manage all interactions with composure, professionalism, and maturity regardless of customer's attitude; communicate with those served to clearly ascertain what they want and help them to feel adequately served; demonstrate technical and business expertise and appropriate urgency in dealing with problems and concerns of those you interact with.

Dependability – Arrive at work on time on a consistent basis and avoid missing excess amounts of work; be well prepared for meetings and discussions; assist other team members whenever possible; be counted on to complete tasks in a timely manner; be able to remain on task in spite of difficulties that may arise; be depended upon even in times of significant complexity and pressure.

Job Knowledge – Learn and demonstrate knowledge and skills pertaining to the job or industry and apply that to solve problems; understand and apply company policies and procedures; initiate communication as necessary to enhance knowledge that might be lacking; make sound recommendations for improving processes, procedures and approaches; understand job priorities and work accordingly; take job coaching and training seriously and apply concepts and skills to the job.

Professionalism – Demonstrate maturity and be tactful in dealing with others; react appropriately to all situations and handle them in a calm and objective manner; maintain tact in addressing difficult, awkward or conflicting situations; maintain confidentiality for protected and/or sensitive information; follow company and department policies and procedures at all times; dress appropriately for all workplace situations; and avoid time wasted with gossip.

Quality of Work - Demonstrate accuracy and thoroughness; minimize errors, mistakes, and omissions, resolving them quickly and thoroughly; produce quality work consistently; organize work to enhance productivity; use time effectively and efficiently; assist others as necessary to make certain that work is completed.

Stress Management – Remain calm under stress; effectively handle several problems or tasks at once; Maintain a sense of humor under difficult circumstances; respond to criticism or coaching without allowing emotions to come into play; understand that problems will arise and handle them without overreacting.

EDUCATION and/or EXPERIENCE

High School Diploma or Equivalency. Experience in private business and governmental accounting, or equivalent combination of education and experience, is preferred.

LANGUAGE SKILLS

This position requires the ability to read, analyze, and interpret on the surface general business documents; ability to write reports, business correspondence, and procedure manuals; and the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate financial figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Working knowledge of Generally Accepted Accounting Principles.

CERTIFICATES, LICENSES, REGISTRATIONS

- Candidate must be a U.S. Citizen.
- A valid driver's license and satisfactory driving record are required. This position may require the candidate have reliable transportation and may drive their vehicle during working hours, and to out of area trainings or conferences as needed. Proof of current vehicle insurance required.

PHYSICAL DEMANDS

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms and lift

up to 50lbs. The employee is frequently required to talk or hear. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to quiet. This position involves being in an inside office and working in an individual work station in a professional work environment.

Acknowledgement & Receipt

I have read and understand the requirements of this job and can safely and effectively perform all the job functions listed above. I also acknowledge that I have received a copy my job description for reference and my questions relating to my duties have been answered satisfactorily. I acknowledge and understand that changes will be made from time to time without prior notice, and that I will receive a copy of changes made.

Employee Name (print)

Signature

Date