

## **Grant County Treasurer MV, DL & Tax Clerk**

### **Position Summary**

Under the supervision of the County Treasurer, the position of Clerk performs a variety of responsible accounting and administrative duties to serve the public of Grant County. Work is performed within the framework of prescribed policies and procedures. Much of the work is confidential in nature. The employee follows objectives and policies are predetermined by the Motor Vehicle Department and Grant County. This position requires KBI finger printing and to pass a background check.

### **Essential Functions**

- Collects real estate and property taxes, as well as other fees paid to the County Treasurer's Office.
- Process all motor vehicle transactions within the programs provided from the State
- Provides information or assistance to the public in connection with departmental matters.
- Answers the telephone and directs calls or messages to the appropriate person.
- Assists citizens with inquiries and complaints.
- Prepares letters, memorandums, reports, and other forms.
- Helps with end of day balancing of daily transactions.
- Completes all general clerical duties: mail, filing, typing and computer applications.
- Complies with county wide and departmental policies and procedures.
- Exhibits positive attitude towards position, co-workers, supervisory personnel, and members of the public.

### **Secondary Functions**

- Assists treasurer, deputy and other clerks as needed.
- Performs other related duties as deemed necessary or as required.

### **Knowledge**

- Thorough knowledge of general office procedures and practices.
- Knowledge of real estate transfers, legal description, valuations, levies or other functions of the assigned department.
- Knowledge of laws relating to the duties and responsibilities related to the assigned department.
- Knowledge of fundamental procedures in accounting.
- Knowledge of computerized bookkeeping systems.
- Thorough knowledge of computer and data entry operations.
- Knowledge of applicable departmental policies, procedures, and regulations.

## **Skills**

- Problem solving including handling citizen concerns and complaints and obtaining and utilizing information from various sources to assist citizens or other employees.
- Skill in working with spreadsheet applications.
- Skill in performance of varied accounting and administrative duties without supervision, the application of basic accounting principles and practices in the maintenance of financial records.
- Skill in making independent and complex decisions in performance of assigned operations.
- Skill in independent judgment and initiative within the areas of established policy.
- Skill in operating various office machines with accuracy.
- Skill in data entry and computer skills using Microsoft applications.
- Skill in set up, type, and maintain documentation with accuracy.
- Good oral and written communication and interpersonal skills.
- Good knowledge of mathematics, typing, filing and general office practices and procedures.
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## **Abilities**

- Ability to concentrate and maintain good attention to detail.
- Ability to work with little or no supervision.
- Ability to oversee the maintenance of involved records and to prepare or oversee the preparation of reports from the records.
- Ability to establish and maintain financial records.
- Ability to operate a ten-key calculator, computer, and related office equipment.
- Ability to establish and maintain effective working relationships with other employees, officials, and the public.
- Ability to use good judgment to solve problems and make decisions.
- Ability to follow oral and written instructions.
- Ability to operate a computer, copier, fax machine, and related office equipment.
- Ability to handle citizen concerns and complaints effectively.
- Ability to legally operate a motor vehicle using a valid Kansas driver's license.

## **Required Education and/or Experience.**

- High school diploma or GED.
- One to two years or more experience in clerical, secretarial, or administrative work.

**Required Certifications and Licenses**

- Valid Kansas Driver's License.

**Special Requirements**

- Must pass background check; no felony convictions or disqualifying criminal history.
- Must pass post offer physical and drug screen.

**Working and Physical Conditions**

- Position functions primarily in an office setting.
- Communicate effectively in person, on the telephone; make and receive phone calls.
- Employee is frequently required to sit and use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.
- Employee must occasionally lift and/or move up to 50 pounds.
- Vision abilities required include close vision and the ability to adjust focus.
- Mobility to complete errands, flexibility of body and manual dexterity.
- Hand/eye coordination adequate to use office equipment as assigned.
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The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Applications are available at the Treasurer's Office, or you can apply at [www.grantcoks.org](http://www.grantcoks.org) or send application and resume to – Grant County Treasurer, Attn: Terri Trotman 108 S Glenn Ulysses KS 67880