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### PAWNEE COUNTY CLERK

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#### OFFICE ASSISTANT III

PAWNEE COUNTY

COUNTY CLERK'S OFFICE

#### POSITION SUMMARY

Under the supervision of the Pawnee County Clerk, the office Assistant III is a non-exempt position under FLSA. This position is responsible for being cross trained for payroll, accounts payable, some accounts receivable, bookkeeping, accounting, records maintenance, and assists with elections. This employee performs computer duties and should possess the ability and willingness to learn quickly. Very strong communication and organizational skills are required for this position. Accuracy is required.

#### ESSENTIAL FUNCTIONS

- Ability to operate personal computer and software programs (ex. Excel, Word, and etc.)
- With steady progression, learns all functions of payroll, accounts payable and other functions of the office.
- With steady progression, learns to maintain an accurate tax roll and abstract.
- Assists with all Elections as needed.
- Attends training and seminars as requested.
- Performs other duties as deemed necessary.

#### MARGINAL FUNCTIONS

- Assists other departments as the need arises.
- Performs minor repairs to departmental equipment.
- Cleans and maintains work area.
- Performs other duties as assigned.

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OFFICE ASSISTANT III

POSITION REQUIREMENTS

Experience: One to two years of similar or related experience is required. Employee should have acquired the necessary information and skills to perform most of the job reasonably well within 18 months of employment.

Education: High School diploma and a technical degree or some college credit is required. Equivalent work experience may be substituted.

Technical Skills: This employee should possess the ability and willingness to learn quickly. Demonstrate considerable knowledge of PC software, computerized payroll, bookkeeping techniques, clerical duties, and mathematics is required.

This employee should be able to efficiently operate PC's, computers, software, printers, scanners, calculators, telephones, and other office equipment. The ability to read and interpret reports, manuals, oral and written instructions, and strong communication, organizational, and public relation skills are required.

Problem Solving: Independent problem solving is involved in this position. This employee encounters problems with computer errors, inaccurate reports and records, and citizen complaints.

Decision Making: Decision making is a factor in this position. This employee makes independent decisions about resolving computer problems, prioritizing work assignments, and performing daily duties in the most efficient manner. Some decisions are routinely reviewed by County Clerk.

Supervision: This employee works with occasional supervision from the Pawnee County Clerk.

Financial Accountability: This employee is responsible for the safe operation and proper use of the office equipment, has limited authority to purchase necessary supplies, is required to be bonded, and does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office is required to perform the daily duties of this position.

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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.

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