

SKAMANIA COUNTY

JOB DESCRIPTION

TITLE: ON-CALL CLERICAL

FLSA STATUS: Non-Exempt
Approved: 10/6/03
Range: 7

SUMMARY

This is an on-call clerical position for offices that have need of extra help or someone to cover the office in staff absences. Positions within this classification are responsible for performing limited secretarial and/or clerical tasks within a county department. The work may require a considerable amount of contact with county officials, department heads, county employees, and/or the general public.

ESSENTIAL FUNCTIONS

Performs a variety of secretarial or clerical tasks including receptionist services, typing a variety of correspondence, data entry and general filing.

Provides a variety of clerical tasks to relieve administrative staff members of routine work.

May assist with general bookkeeping and billing processes.

PERIPHERAL FUNCTIONS

Performs special projects as assigned.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern secretarial and general office procedures including English composition, spelling, and grammar.

Knowledge of records management.

Demonstrated organizational skills and time management skills.

Basic business math skills.

Proficient use of standard office equipment and equipment specific to the functions of the position, including software applications specific to the work performed.

Ability to work independently and efficiently once assignments are received.

Ability to work with the public in a professional and courteous manner.

Ability to communicate clearly and concisely, orally and in writing.

Ability to establish and maintain an effective and professional working relationship with elected officials, department heads, employees, and other agencies.

EDUCATION AND EXPERIENCE

High school diploma or G.E.D., and Two years of education and experience and training which would provide the level of knowledge and ability required to perform the essential functions of the position.

WORKING CONDITIONS

Work is performed primarily in an office environment.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting for extended periods of time, walking, stooping, bending, reaching, pulling, twisting, and the ability to lift up to 25 pounds. Significant data entry may be required. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.
