

**Job Description: RELIEF CLERK**  
**(COUNTY CLERK)**

**CLASS NO.** 709

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 8

**FLSA:** Nonexempt

**SUMMARY OF POSITION**

Provides clerical and administrative support services to the assigned department, including maintaining and filing accurate records, general bookkeeping, and composing and typing reports, letters, and other correspondence.

**ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: County Clerk
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county and departmental employees and the general public.

**EXAMPLES OF WORK**

Essential Duties\*

Answers telephone, refers calls to appropriate personnel, takes messages, and provides information;

Types, prepares, and files correspondence, letters, purchase orders, requisitions, and other records and reports as required;

Performs general bookkeeping duties, including maintaining accurate ledgers and assisting with budget preparation;

Assists in data collection and information gathering as required;

Enters information into the computer;

Maintains files and records;

Copies and files departmental documents; and

Sorts and distributes departmental mail.

Other Important Duties\*

Performs such other related duties as may be assigned.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

**CLASS NO. 709 (Continued)**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* standard office practices and procedures; and bookkeeping practice and procedures.

*Skill/Ability to:* effectively operate standard office equipment, including typewriter, adding machine, computer, copy and fax machines, and telephone; perform basic mathematical calculations; maintain complete, accurate records as required; demonstrate proficiency in oral and written communication; and establish and maintain effective working relationships with county employees and the general public.

**ACCEPTABLE TRAINING AND EXPERIENCE**

High school graduation, or its equivalent;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

None.

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