

## **Job Description: RELIEF CLERK**

**CLASS NO.** 113

**EEOC CATEGORY:** Office and Clerical

**PAY GROUP:** 11

**FLSA:** Nonexempt

### **SUMMARY OF POSITION**

Provide 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: Department Head
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, as required;

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.  
Updated and Approved CC 12/22/2015

**CLASS NO. 113 (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 diploma, or its equivalent;

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

**CERTIFICATES AND LICENSES REQUIRED**

None.