

CLASS NO. 2212 (Continued)

Operates scales to weigh incoming and outgoing vehicles at the County landfill; determine appropriate charges for vehicle entering facility; enter data into computer;

Work cooperatively and jointly to provide quality staff and customer service.

Other Important Duties*

Performs such other related duties as may be assigned including assisting Office Manager.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic and governmental accounting principles (GAP); and modern office practices, procedures and equipment.

Skill/Ability to: operate a computer using standard word processing and spreadsheet software package; operate standard office equipment, including copy machine, fax, calculator, and typewriter; compile, analyze, and interpret data; establish and maintain effective working relationships with representatives of various governmental agencies, other county employees, and the general public; perform basic mathematical calculations; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least one year of clerical experience and the ability to understand, interpret and follow basic clerical instructions;

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

CERTIFICATIONS AND LICENSES REQUIRED

Appropriate Texas driver's license, with acceptable driving record.

Pre-employment physical/drug testing required.

*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 6/11/2013