

BUCHANAN COUNTY

Position: Records Clerk

Supervises: None

Department: Sheriff

Gives work direction to: None

FLSA Status: Non-Exempt

Reports to: Sheriff and Chief Deputy

Date: September, 2020

POSITION SUMMARY

The Records Clerk is appointed by the Sheriff and reports to the Sheriff and/or Chief Deputy. Under general supervision, processes and files paperwork which accompanies the incarceration and release of individuals in the county correctional center; performs specialized or complicated clerical tasks requiring considerable knowledge of the laws and procedures relating to the position, processes bail bonds and fines and performs related work as required.

ESSENTIAL JOB DUTIES

- Performs administrative duties; obtains and compiles information; prepares and maintains budgetary accounts for the correctional center.
- Responsible for receipting monies and preparing timely deposits.
- Prepares correspondence, legal instruments and reports to ensure any data are kept in compliance with federal, state, and local requirements.
- Prepares month end reports and other reports and monitors and manages the monthly budget for the correctional center.
- Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accurate accounting records.
- Maintain confidentiality and security of information as appropriate.
- Answers the telephone taking messages for the Sheriff, and other department personnel; answers questions, conducts research and provides information.
- Attend safety training, continuing education, conferences and workshops, etc. to keep current and up to date with local, state and federal laws and regulations.
- Work with department heads and other courthouse employees, business associates, suppliers, and the general public in a proficient and professional manner.
- Must pass a thorough fingerprint search conducted by local, state, and national files as required for child and dependent adult abuse.
- Maintain regular and punctual work attendance and while performing the duties of this job, the employee will be required to safely climb, balance, walk or stand for extended period of time, push/pull up to ten (10) pounds, stoop, kneel, crouch, reach, grasp and perform other job-related physical demands.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Sheriff or Chief Deputy
- Maintain an adequate inventory of office supplies: manage, monitor and replenish supplies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to display a high level of initiative, effort, attention to detail, and commitment towards completing assignments efficiently with minimal supervision.
- Ability to establish and maintain professional and effective working relationships with staff, county departments, and outside agencies/organizations.
- Ability to manage multiple projects with demanding and competing deadlines, excellent organizational skills, and the ability to maintain a quality work place in a diverse, fast paced, stressful and changing environment.
- Ability to receive and follow directions either verbally or orally and with proficiency and accuracy.
- Knowledge of generally accepted accounting principles and practices.
- Knowledge of basic office practices, bookkeeping and accounting principles, and the ability to operate a variety of standard office equipment such as; **but not limited to:** computers and varying computer software applications, multi-line telephone, copier, facsimile, postage meter, printers, shredder, and calculator.
- Ability to operate a variety of office equipment including multi-line telephone, photocopier, facsimile, postage meter, printers, shredder, and calculator.
- Ability to work in a team environment or individually.

ENTRY REQUIREMENTS

Education/Training: High school diploma or GED;

And

Work Experience: One year of clerical accounting experience which involve the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal program using elementary bookkeeping principles and practices;

Or

An equivalent combination of two years of education, training and/or work-related experience that provides the knowledge, skills and abilities necessary to perform the essential job duties of the position.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Driver's license.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: None.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is frequently required to walk; sit; turn twist body; bend; use hand to finger manipulation (keyboard entry), handle or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must frequently push/pull or lift up to ten (10) pounds with ease.
- Specific vision abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, work is primarily performed inside in an office environment. The noise level in the work environment is usually moderate to loud.

HOURS OF WORK

Generally; 40 hours per week, Monday through Friday. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
 4. The Sheriff reserves the right to change or reassign job duties or combine positions at any time.
 5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Department Head signature

Employee Signature

Date

Date