

**MONONA COUNTY
JOB DESCRIPTION**

Position: Clerk

Reports to: County Auditor

Department: Auditor

Revision date: July 1993

GENERAL SUMMARY

Under general supervision, assists in the operations of the County Auditor's office; assists in processing real estate transfers, tax books, plats/splits of property, tax credits, and auditor's valuations; prepares and pays claims for the county; assists in budget report preparation; assists with voter registration and elections; performs other tasks as assigned by the Auditor or Deputy Auditor, as necessary.

ESSENTIAL JOB DUTIES

Performs a variety of duties related to real estate such as assisting in auditor's valuations, balancing records in the real estate tax books, processing real estate ownership transfers, and maintaining real estate plats and splits of property (including drawing the plat footage on the auditor's plat per scale), and checking and flagging real estate tax credits.

Prepares county claims for payment by verifying amount of claims, assigning vendor number and account number, and filing for the Board of Supervisors' approval; pays claims by verifying totals, printing warrants, updating totals to appropriate ledger and files, and mailing to vendors.

Maintains payroll records in order to provide accurate compensation of county employees by examining time sheets, entering data into computer terminal, verifying deductions and printing checks; prepares a variety of personnel and insurance reports including FICA, IPERS, Workers Compensation, OSHA and unemployment records; prepares W-2 forms and distributes to employees.

Performs several budgetary functions for the auditor's office including printing budgetary reports for each department and the general ledger reports at the end of each month, balancing the auditor's cash book each month, and preparing the Auditor's quarterly report to Board of Supervisors.

Assists public in all aspects of elections including, but not limited to, voter registration and voting procedures; assists in all elections by processing absentee ballot requests, preparing voting machine supplies, and tabulating election results.

Performs a variety of miscellaneous duties including opening mail and responding as required or distributing to appropriate person, assisting with reception duties, answering phone and assisting caller or transferring as necessary, sorting mail, and selling county dog tags.

Performs specific clerical functions for assigned area, such as drainage district, real estate, budgeting or elections.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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

necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of basic business mathematics and generally accepted accounting principles.

Knowledge of the methods and procedures necessary for preparing and maintaining financial records and reports.

Ability to consult technical sources and documents, such as the Code of Iowa, to obtain information as related to election laws and the methods and procedures for maintaining voter registration records.

Knowledge of proper English grammar and usage including business writing techniques.

Ability to proficiently operate general office equipment, such as computer (including work processor and spreadsheet programs), desk top calculator, copy machine, and typewriter.

Ability to respond to the general public with tact and courtesy.

Ability to perform fine hand manipulation, such as drawing in plat books.

ENTRY REQUIREMENTS

Graduation from high school diploma or G.E.D. equivalent; ability to type and use a calculator.

WORK ENVIRONMENT

All work is performed indoors in an office setting; must occasionally lift books weighing up to ten pounds but could receive assistance if necessary.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying 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 County reserves the right to change or reassign job duties or combine positions at any time.