

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Office Clerk – Motor Vehicle

POSITION NUMBER: MVX001A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs duties in auditing and keeping of accounts payables and accounts receivables. Performs other duties as assigned. This position is supervised by the Motor Vehicle Office Manager II, MV Deputy, Treasurer, or designee.

WORK PERFORMED

- 50% Clerical.** Collecting and distributing mail. Processing mail and assigning proper decals. Recognizing and collecting proper verification to complete transactions. Types titles and verifies customers have the proper insurance and pertinent documents to accompany transactions. Disburses proper tags with proper weight limits and renewal decals.
- 45% Customer Service.** Performs customer service. Assists in the completion of applications and answers questions from the public. Assists in the successful resolution of problems. Verifies customer's identity and distributes information accordingly. Answers telephone calls when directed.
- 5% Accounting.** Balances transactions, checks, cash and credit card charges or vouchers at the end of the shift.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- General office machines and modern office practices.
- The English language, spelling, grammar and arithmetic computations.
- The operation and minor maintenance of various office equipment.
- Basic accounting principles and techniques.
- Generally accepted accounting principles.

Ability to:

- Interpret and apply Federal, State, and County laws, resolutions, rules and regulations.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instruction.
- Detect and reconcile discrepancies in financial records.
- Operate various office equipment.

Skill in:

- The use of basic arithmetic including addition, subtraction, multiplication and division.

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- The use of computer software and applications.
- The use of cash handling techniques.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching	X				Sitting			X		Driving	X			
Pushing/Pulling	X				Bending			X		High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting-25 lbs.			X		Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment	X			
Reaching	X				Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-25 lbs.			X		Twisting			X		Cramped Body Position	X			
Pushing/Pulling	X				Squatting			X		Sustained Positions	X			
Carrying	X				Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision	X				Sitting			X		Work Below Ground	X			
Color Vision	X				Carrying			X		Irregular Surfaces	X			
VOICE					Climbing			X		Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in				
Hearing			X		Lifting-25 lbs.			X		Temperature and Humidity	X			

EQUIPMENT USED

Personal Computer	Office Furniture	Telephone	10-Key Calculator
Photocopier	Fax Machine	Time Clock	Misc. Office Equipment
Typewriter	Scanner	Printer	

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.

This position is an Intermittent non-benefits eligible position. Intermittent positions are limited to 988 hours of work. Intermittent positions may be ended prior to that without cause at Management’s discretion

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 04/14
Revised: 04/25