

SHAWNEE COUNTY, KANSAS
Position Description
Account Clerk II (DOC)

POSITION CONTROL NUMBER: DF1253

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position handles all aspects of the daily mail for the inmates and departmental personnel as well as the receipt, handling, documentation and deposit of inmate funds received in the mail. Performs other duties as required. This position is supervised by the Administrative Officer.

WORK PERFORMED

- 30% Mail Receipt/Distribution.** Daily visits to inmate housing to collect outgoing inmate mail. Receives incoming postal service mail for inmates and interdepartmental personnel. Sorts and distributes.

- 30% Screening Of Mail.** Closely monitors content of incoming and outgoing inmate mail. Confiscates any contraband received and initiates disciplinary action for observed violations of inmate rules and regulations. Coordinates with Operations personnel for proper distribution.

- 20% Accounts Receivable/Clerical.** Daily handling of incoming cash receipts. Posts monetary receipts. Independently responsible for the return of cash received. If no return address, responsible for posting to inmate fund. Enters and updates credits and debits as it applies to inmate accounts. Monitors and creates daily accounting reports for daily balancing of account systems. Gathers information, takes monies and gives receipts and updates computer records. Performs a variety of clerical duties including copying reports and other documents, answering phones, filing and greeting customers. Operates a variety of machinery/maintains machinery.

- 10% Inmate Requests.** Screens and distributes daily inmate request to staff forms. Alerts supervisor of urgent requests such as suicide or physical violence threats.

- 5% Analytical Reporting.** Creates and maintains spreadsheets monitoring daily intake and output of mailroom procedures. Reports to Programs and Records Departments to assist with various duties including but not limited to: taking phone calls, assisting public at Records window, sorting cards, filing, etc.

- 5% Inmate Paperwork.** Collects, sorts and distributes numerous specialty forms to proper recipients. Coordinates with internal departments.

Shawnee County Position Description
Account Clerk II (DF1253)

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 a variety of 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 instructions.
- Operate a variety of office equipment.
- Detect and reconcile discrepancies in financial records.

Skill in:

- The use of basic arithmetic including addition, subtraction, multiplication and division.
- 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		X			Around Moving Machinery		X		
ARMS					Carrying		X			Driving Automotive Equipment		X		
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		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 Temperature and Humidity				
Hearing				X	Lifting		X							X

EQUIPMENT USED

Personal Computer
Printer
Scanner
Telephone/Audix

Photocopier
Fax Machine
Shredder

Mail Cart
Radio
Calculator

Postal Weight Scale
Electric Letter Opener
Office Furniture

**Shawnee County Position Description
Account Clerk II (DF1253)**

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

One (1) year of experience in the balancing of accounts or one (1) year of experience in the Account Clerk I classification.

Three (3) semester hours of college course work from an accredited college or university or ninety (90) clock hours from an accredited vocational school in financial accounting, banking or closely related field. Six (6) months of experience in the balancing of accounts may be substituted for the required education.

Required to type twenty-five (25) words per minute.

Required to achieve 6,000 keystrokes per hour.

No felony convictions.

Valid Driver's License and eligible to operate a County-owned vehicle (HR 2005-7).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a background investigation, pre-employment physical/drug screen and a review of driving record.

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.

Shawnee County Position Description
Account Clerk II (DF1253)

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: 12/07

Revision History: 07/15