

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

**Position Control Numbers:** DF1252, DF1254

**FLSA Status:** N

**POSITION DESCRIPTION**

Under general supervision, this position maintains the departmental accounting, bonding and commissary functions of the Accounting division. Performs other duties as required. This position is supervised by the Accountant II.

**WORK PERFORMED**

- 35% Data Entry/Reports.** Enters and updates credits and debits as it applies to inmate accounts. Ensures appropriate charges for programs, processing fees, disciplinary fees, medical services, commissary purchases and work release are accurately entered. Monitor and create daily accounting reports for daily balancing of account systems. Update and maintain accurate inmate master files (obituaries).
- 30% Bonding/Commissary/File Room.** Collects, sorts, reviews and disburses District Court bonds. Ensures bonds are accurate, sorted and forwarded to the appropriate Court department. Maintains the department's file room by ensuring all inmate master files are accurate and properly stored. Assists other departments with inmate files as requested. Collects daily shift reports for supervisors and departmental statistics.
- 15% Works With Public.** Assists the public with inmate account information, receipts and posting of money to inmate accounts. Monitors incoming phone calls and forwards calls to the appropriate staff. Provides the public, local law enforcement agencies, media and Courts with approved inmate information and photos.
- 10% Departmental Assistance.** Provides other departments with information as requested. Notifies Classification and Booking Units with inmate account balance amounts for bonding and assists the Operations staff with fiscal information as needed.
- 5% Notary Public.** Provides notary services to staff and inmate population. Maintains notary certification as required.
- 5% Issuance Of Checks.** Issues checks to inmates and/or their relatives and forwards inmate account balances via checks to other correction facilities.

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**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
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
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			
<b>ARMS</b>					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				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					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			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic			X	
<b>EARS</b>					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting	X								

**EQUIPMENT USED**

Personal Computer    Printer    Telephone    Photocopier    Fax Machine    Office Furniture

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**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 2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record 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.

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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: 05/04  
Revision History: 11/23