

SHAWNEE COUNTY, KANSAS
Position Description
Account Clerk II (EH/CCL)
(Environmental Health/Child Care Licensing)

**POSITION
NUMBER:**

HA1148

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs bookkeeping work in the auditing and keeping of account payables and accounts receivables. Performs other duties as assigned. This position is supervised by the Child Care Licensing Team Leader.

WORK PERFORMED

- 40% Customer Service.** Acts as the primary contact for the public for information about environmental health and child care licensing programs. Answers main phone and greets clients when they are on-site. Refers callers/visitors to appropriate staff. Assists customers and the public at large when problems or questions arise regarding their service or bill.
- 40% Data Entry/Clerical/Reports.** Organizes and maintains the clerical operation of both the environmental health and child care licensing programs. Copies, scans, and faxes documents as needed. Performs a variety of clerical duties including using a photocopier, scanner, answering telephones, filing and operates a variety of standard and unique office machinery. Performs simple maintenance on machinery. Maintains sign-up sheets for classes offered by programs. Prepares orientation packets and other child care information as needed. Maintains program information for programs within environmental health and child care licensing. Types reports and drafts simple correspondence for both environmental health and child care licensing supervisors. Maintains program paper and electronic files. Inputs program data, such as child care licensing inspection results and information. Corrects and updates lists of refuse haulers, septic installers and septic haulers. Tracks septic loan inspections and nuisance complaints for environmental health as needed. Types and mails all school inspections. Tracks renewals, initials, orientations, and complaints for child care.
- 10% Accounting.** Monitors payment of departmental fees, sends out over-due-payment notices, and refers delinquent payers for collections. Works closely with the Business Office when dealing with collections or other financial issues. Deposits monies into accounts. Enters and updates credits and debits as it applies to accounts. Ensures charges for programs are accurately entered. Updates and maintains accurate files.
- 5% Customer Accounts.** Adds new and makes changes to customer accounts that are maintained and billed directly by the environmental health and child care licensing programs. Gathers information, take monies and gives receipts.
- 5% Inventory.** Maintains environmental health and child care licensing stock supplies and reorders equipment and supplies as needed. Monitors and follows up on order status.

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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 various office equipment.
- Basic accounting principles and techniques.
- Data entry and customer service.

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.
- Work independently.

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		

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EQUIPMENT USED

Desktop Computer
Scanner

Telephone
Fax Machine

Photocopier
Office Furniture

Calculator
Printer

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 25 words per minute.
- Required to achieve 6,000 keystrokes per hour.
- Valid Kansas Driver's License and able to operate County-owned vehicle (HR2013-2).
 - 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 pre-employment physical and drug screen.
- Required to lift twenty (20) pounds.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100Hcb within six (6) months of employment.

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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.

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: 09/07

Revision History: 07/23,05/24