



## JOB DESCRIPTION

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**JOB TITLE:** Tahoe General Services Clerk

**JOB CODE:** 3360

**DEPARTMENT:** Clerk/Treasurer

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Tahoe Chief Deputy Clerk

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### SUMMARY OF JOB PURPOSE

Assists the Tahoe Chief Deputy Clerk in the conduct of a variety of programs, including marriage license issuance, DMV vehicle registrations, elections, gaming registrations, and processing documents.

### ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or county employees in person, by telephone and/or e-mail answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department/individual for resolution.
2. Performs duties related to the operations of General Services, including issuing of marriage licenses, gaming registrations, passports, and dog licenses; files notary bonds and fictitious firm names; registers voters, fingerprints the public, accesses CJIS, and provides notary service; assists with the conduct of elections and processing of election documents.
3. May assist with the duties related to the operations of DMV services, including issuing vehicle registrations, and driver printouts.
4. Prepares a variety of general correspondence, reports, and instructions from rough draft, verbal or recorded instruction; edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents and other related tasks.
5. Receives and posts payments for various County departments, prepares deposits, monthly/yearly statistics, and maintains spreadsheets, database information, and other various documents utilizing word processing, spreadsheet, or database software.
6. Operates a variety of office machines and equipment including personal computers, typewriters, calculators, printers, paper shredders, fax machines, and copiers, as needed; may be required to coordinate office machine/equipment maintenance, working with contracted service vendors.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and two (2) years of progressively responsible clerical experience; experience in a fiscal environment and the ability to speak Spanish are preferred.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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**Tahoe General Services Clerk**

### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively to customers or employees of the County.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percentages.

### REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles of record keeping and records management; legal and law enforcement terminology; applicable state and Federal rules, codes and regulations. Ability to accurately maintain comprehensive records, compile reports, and plan, prioritize and carry out assignments with minimum supervision. Skills in assessing and prioritizing multiple tasks, projects and demands, and establishing and maintaining effective working relations with co-workers; beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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