

## WASHINGTON COUNTY

### Job Description

#### **JOB TITLE: Deputy Clerk III Head Bookkeeper-Retirement Adm**

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Exempt (Y/N): No

DATE REVISED: September 2012

DEPARTMENT: County Clerk

SUPERVISOR: County Clerk, Chief Deputy County Clerk

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#### **SUMMARY:**

The head bookkeeper is responsible for proper accounting and to perform all bookkeeping functions for the County Clerk's Office. The incumbent is accountable for the compiling and preparation of monthly salaries/retirement for all Washington County employees to the State Retirement System with an annual payroll in excess of \$15-18 million. Work involves very close mental demand and considerable interaction with the public and various agencies, from 30-400 contacts daily. Work involves working closely with County Human Resources Department and state agencies for retirees from Washington County. Accuracy is crucial to this position. The incumbent must ensure that these functions are performed in a timely manner otherwise large penalties against Washington County will be assessed. The incumbent also provides assistance to the Probate Clerk with duties and responsibilities of the position. The incumbent is responsible for the daily balancing and depositing of fees in excess of \$215,000. The incumbent is responsible for balancing and disbursements of office trust account in excess of \$750,000. This incumbent is also responsible for all County Court recording, docketing and filing, including Ordinances and Resolutions and Quorum Court minutes. This provides back-up supervision for four employees in the absence of the County Clerk and Chief Deputy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Prepare various reports, such as the monthly State Retirement System Report, retroactive pay increases, and retirement research, which includes the following categories:
  - a. Responsible for posting, balancing and reporting on a bi-monthly basis the salaries for 600 employees in excess of \$18MM annually: contributory and non-contributory.
  - b. Completing the monthly retirement forms correctly for proper earnings and service to be credited to each employee by the retirement system and sending these forms to Little Rock (APERS).
  - c. Retroactive pay increases are hand posted individually and broken out on monthly earnings to each employee.
  - d. Intensive manual retirement research is required periodically, from APERS and retiring employees who must purchase unreported service.
  - e. Consult retirees on PAW and retirement benefits.
2. Issue marriage license, make entry of licenses, records and double index licenses. Mail all original license back to couples.
3. Complete registration of voters, which includes designation of precinct/school districts.
4. Resolve problems and deal with customers in a professional manner. Handle potential angry customers dealing with voter registration, lost marriage licenses, etc.

5. Provide assistance to attorneys and general public with filings and research.
6. Answer telephone questions pertaining to office procedures or direct the caller to the proper office.
7. Assist Probate Clerk in serving as Clerk for Probate Judges Divisions I and II as well as the County Judge. Serve as Probate Clerk during the incumbent's absence.
8. Perform data entry and correct entries as necessary and conduct computer backups.
9. Count, check and balance all daily collections for accuracy and proper totals and enter on daily report, including the following:
  - a. Prepare deposits showing range of receipts, etc.
  - b. Checkbook (maintain)
  - c. Daily (balance with money and receipts)
  - d. Monthly Report for Settlement with Treasurer
  - e. Verify all printouts for correct totals and correct postings to accounts
10. Assist with Voter Registration and Absentee Voting to ensure compliance with State laws.
11. File, record, index, and maintain Ministers Certificate of Ordination so they can legally perform marriages in the State of Arkansas.
12. Issue beer and liquor licenses for all Clubs and Liquor stores in the County.
13. Issue and maintain records of credit cards held by County officials and workers in excess of 180 cards.
14. Prepare and mail Notice of Election and Oath of Office to new school board members for certification.
15. Serve as Secretary to County Equalization Board at annual meeting, when necessary. Take and prepare minutes and complete all necessary documentation as a result of that meeting.
16. File, index and maintain Quorum Court minutes, ordinances and resolutions.
17. File and record County leases, contracts, insurance policies, budget reports, bids and various reports for other departments.

**SUPERVISORY RESPONSIBILITIES:**

In the absence of the County Clerk and Chief Deputy the incumbent supervises 4 employees.

**QUALIFICATION REQUIREMENTS:**

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:**

Minimum of a high school diploma or General Education Degree, (GED). Desirable to have previous experience with governmental institution. Two (2) years experience in bookkeeping, data processing, payroll procedures and legal terminology. Five (5) years previous office experience. Two years post high school with emphasis on computer and data processing is needed. The incumbent should possess good typing skills, strong computer skills, and excellent interpersonal skills; have strong written and verbal communication skills. The incumbent must have working knowledge of general office machines such as computer, fax, copier, printers, etc.

**INITIATIVE AND INGENUITY:**

This individual must be a self-starter and proceed without supervision in order to meet state deadlines. The incumbent must be capable of making decisions and solving problems without direction from others. The individual must be able to think quickly and effectually to research information for the customer.

**MENTAL DEMAND:**

Problem solving skills are crucial to this position. A high degree of concentration is a requirement. The incumbent must be able to multi task at a moments notice.

**ANALYTICAL ABILITY/PROBLEM SOLVING:**

The individual requires continuous attention to details. They must have the ability to second-guess and problem solve with little information or wrong information. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

**RESPONSIBILITY FOR FUNDS:**

The incumbent has the responsibility for over \$500,000-750,000 of office funds per year. The incumbent is responsible for payroll/retirement reporting in excess of \$15-18 MM per year to the state retirement system. There must be undivided attention to detail when posting and balancing statements and reports. Accountability is uppermost.

**RESPONSIBILITY FOR ACCURACY:**

The individual in this position must possess above average computer skills and above average accuracy in data entry. The incorrect data input could result in fines and fees assessed to Washington County. An uncaught error could be monumental to an individual's retirement status.

**ACCOUNTABILITIES:**

The incumbent is accountable not only for the County Clerk's office but to the public as a whole. They are accountable to the Board of Equalization, voters, election workers, abstractors, attorneys, court system, etc. One error in data entry would be monumental to an individual's life. This involves issuance of marriage license, voter registration, early voting, filing probate documents and doing DBA's.

**CONTACTS WITH PUBLIC:**

This incumbent has contact with the public constantly. Their daily job as clerk or by way of telephone, it is mandatory to be courteous, understanding, and helpful. They must have the ability to effectively communicate information and respond to questions in person-to-person and small group situations with customer, clients, and general public.

**CONTACTS WITH EMPLOYEES:**

The incumbent must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other.

**OTHER SKILLS and ABILITIES:**

The incumbent should possess accurate data entry and typing skills, strong computer skills, and excellent interpersonal skills when dealing with public and other employees. They must have knowledge of modern office practices, procedures, and equipment and have strong communication skills, accurate data entry and typing skills, and have working knowledge of general office machines such as calculator, copier, fax, printer, etc.

**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 must frequently sit and to talk or hear; occasionally stand and walk; use hands to finger, handle or feel objects. Also, the employee must occasionally reach with hands and arms. Specific vision abilities required by this job include close vision. The employee must frequently lift or move up to 10 pounds and occasionally be required to lift or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics 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.

The noise level in the work environment is usually moderate.