

## CIVIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform routine clerical and account keeping tasks involving the application of standardized account keeping practices in maintaining and reviewing financial accounts and records for the Sheriff's Department. Civil clerks usually work under general supervision on standard assignments in accordance with definitely defined procedures. Employees in this class may operate, or be required to learn and operate data processing or personal computer equipment and appropriate software. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Incumbents do related work as required.

### TYPICAL WORK ACTIVITIES:

Receives all civil processes, makes necessary records and issues them to the deputies of the Civil Division. Upon completion of such process, makes necessary records and transmits the certificate of Proof of Service and files such records as are mandated by law;

Receives monies, gives proper receipts and keeps necessary records, deposits such monies in the bank and pays out such monies in accordance with the applicable law or court order;

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;

Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;

Helps to review and checks routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;

Compiles data for and helps in the preparation of simple financial and statistical reports;

May operate a computer in compiling and processing a variety of financial data;

Picks-up and opens the mail daily, routes specific requests to the proper division or officer for action;

Performs incidental typing on reports/accounts;

May compile payroll data, prepares and checks payrolls;

Operates computing, calculating, check writing and other office machines;

Performs any other tasks assigned.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of business arithmetic and English, working knowledge of office terminology, procedures and equipment; ability to write legibly, ability to operate or learn to operate a personal computer, ability to understand and carry out complex written and oral instructions, ability to understand and perform complex arithmetic calculations, clerical aptitude, accuracy, physical condition commensurate with the demands of the position.

CIVIL CLERK continued:

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma including or supplemented by coursework in accounting and bookkeeping.

12/29/95

04/04/96

05/14/96