

CLAY COUNTY JOB DESCRIPTION

Position Title: Clerk I – Mail Distribution FLSA: Non- exempt
Department: Facilities Management Level: 11
Reports To: Director of Facilities Job Code: 99913
Date: July 2005
Revised: January 2009

Primary Responsibilities:

Provide support to the Facilities Management office by furnishing administrative assistance. Manage daily County mail room operation. Provide Commission reception and administrative assistant back-up duties as needed.

Essential Duties and Responsibilities

Daily Operation of Administrative Clerk

- ☞ Maintain maintenance work order program & prepare weekly reports to Director
- ☞ Manage building MSDS information
- ☞ Manage county building operation instruction manuals
- ☞ Prepare County security badges and maintain badge system
- ☞ Order supplies as needed to insure adequate operating inventory
- ☞ Distribute interoffice mail to all county departments
- ☞ Collect, meter and process all County external mail and insure adequate postage is available daily
 - ☞ Process county shipments, USPS, FedEx, UPS
- ☞ Create a financial report and update county departments and County Administrator monthly of total postage used and process charge back for postage to appropriate departments
- ☞ Perform weekly and daily accounting process for charge back to appropriate departments
- ☞ Other duties as assigned and reasonably qualified to perform

Required Knowledge, Skills and Abilities

- ☞ Knowledge of accounting principles and practices
- ☞ Working knowledge of Microsoft Office/ Word-Excel-Power Point
- ☞ Must be able to lift and or move up to 50 pounds
- ☞ Must be able to travel between County facilities in varied weather conditions

Minimum Qualifications

- ☞ High School diploma or equivalent & valid driver's license
- ☞ Prior office related work experience
- ☞ Intermediate knowledge level of Microsoft Office products
- ☞ Ability to learn County accounting software applications and other job related software

Approved by:

Department Head/Appointing Official

Date

Director-Human Resources

Date