

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2012-055**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description within the Finance Department:

1. Finance Clerk

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 24 April 2012



Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Kenneth L. Tabb
Hardin County Clerk

Hardin County Government Job Description

Finance Clerk

April 24, 2012

Finance Department Pay Grade 3

Job Summary

The purpose of the position of the Finance Department's Finance Clerk is to perform varied clerical and accounting work in the office of the County Treasurer under the supervision of the Treasurer. The person holding this position must possess a solid background in all aspects of clerical duties, bookkeeping, and develop a thorough understanding of county government operations. The Finance Clerk will perform tasks directed by the Treasurer.

Major Essential Duties

The Finance Clerk will:

- Answer telephone calls, provide information to callers, or direct callers to the appropriate office
- Pay utilities
- Prepare the monthly Distribution Report
- Maintain county inventory records
- Handle property and liability, auto, and equipment insurance claims and records
- Post and maintain all messages received
- Post all receipts into daily cash log
- Order and receive office supplies
- Organize and maintain office files
- Fax, mail, and copy documents as necessary
- Assist Treasurer, Assistant Treasurer, Personnel/Payroll Specialist and Accounts Payable Clerk
- Complete all credit applications and tax exempt forms
- Maintain W-9 and Certificate of Insurance file

Minor Essential Duties

The Finance Clerk will:

- Operate standard office machines and fulfill necessary office errands
- Send mail and documents to be recorded or delivered at the end of each day to the appropriate offices
- Coordinate maintenance needs in the Finance Department

- Assist with bids for county contracts and projects
- Assist fellow employees with tasks as needed
- Perform other tasks as required by the Treasurer and/or Assistant Treasurer

Supervisory Responsibility

None

Relationships

The Finance Department's Finance Clerk performs the duties within the office of the County Treasurer under the supervision of the County Treasurer.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- College credits in appropriate fields preferred
- Experience in accounting and office procedures and practices or willingness to learn said practices
- Working knowledge of county government operations is preferred

Language Skills

- Ability to respond to inquiries and/or complaints from employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries

Mathematical Skills

- The ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Skills

- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- None

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees.
- Possess skills in the effective use of computers and standard office machines
- Possess skills in records management and correspondence preparation
- Possess working knowledge of standard office computer programs for word processing, spread sheets, and database management

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

- Sit
- Talk or hear
- Use hands to file, handle, or feel

Occasionally (under 1/3)

- Stand or walk
- Reach with hands and arms
- Lift and/or move up to 25 pounds
- Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus

Work Environment

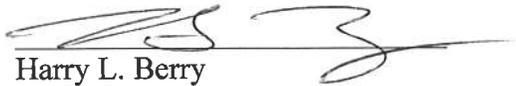
The work environment characteristics described represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level is usually moderate.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must be neat in appearance

- Must be 18 years or older
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required (this would apply to an employee who has access to sensitive information)

Approved: April 24, 2012



Harry L. Berry
Hardin County Judge/Executive