

Webster County, Missouri Job Description

General Clerical

Position Title: General Clerical

Wage Status: Non-Exempt

Position Summary:

The General Clerical is responsible for the day to day activities of the office, including, but not limited to, data entry, phone calls, and providing information to the general public.

Essential Responsibilities and Duties:

- Accurately enter data into various computer systems
- Clearly and effectively write reports and enter info into computer system
- Clearly and effectively communicate information to co-workers, citizens, and visitors in verbal (in person or via phone) and written formats
- Sort mail and various paperwork as required
- Assist citizens with information about the county or other issues upon request
- Effectively organize work area and use time management skills
- Must be able to maintain a positive attitude while dealing with many different personality types and situations
- Provide excellent customer service for all Webster County citizens and visitors
- Must attend all training as required
- Other duties as assigned

Education, Knowledge, Skills, and Abilities:

- Read and follow instructions
- High School Diploma or GED equivalent and some college preferred
- Previous office experience preferred
- Able to work with general public, citizens, co-workers and others by speaking with (in person or via phone) and written communication
- Must have a clean criminal history
- Must know and understand all safety procedures of the department at all times
- Must have acceptable attendance record
- Able to perform all tasks listed above on a daily basis

Physical Demands:

- Lifting and carrying up to 20 pounds occasionally and up to 10 pounds frequently and frequently moving small objects
- Able to work in loud and busy environment as well as quiet environment
- Frequently sitting for long periods of time
- Walking or standing frequently
- This position works mostly indoors going outdoors may be occasionally required
- Must have manual use of hands and vision to use computer constantly
- Able to clearly and effectively communicate with citizens, co-workers, visitors, and the general public

I have been given the opportunity to review this position description and have discussed the requirements of the position with the hiring supervisor. I understand this position description represents the minimum performance requirements of the job.

I have read and understand the General Clerical job description and can perform the essential functions and physical demands with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date