

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN 56

POST DATE: May 5, 2022

APPLICATION DEADLINE DATE: May 19, 2022

*Applications to be filed with Human Resources Department – County Administration Building
mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or
email: carbonhr@carboncounty.net or
fax: 570-325-9492*

POSITION: Part – Time Licensing Clerk

DEPARTMENT: Treasurers Office

RATE OF PAY: \$11.16 per hour

HOURS WORKED: As Scheduled

OVERALL OBJECTIVE OF JOB: To sell and keep records for State and County licenses sold in the County. Prepare reports for various State Commissions and assists with the accounting functions within the licensing department.

QUALIFICATIONS:

Education/Training: High school diploma or equivalency, plus some business/clerical and computer training is helpful.

Work Experience: Clerical experience preferred with some knowledge of accounting and computers; or any acceptable combination of experience and education.

ESSENTIAL FUNCTIONS OF JOB:

1. Assists in the accurate sales and recording of antlerless deer licenses issued by the Treasurer's office
2. Operates computer, calculator and other office equipment as required to perform essential job duties.
3. Travels occasionally to the Post Office on behalf of the Treasurer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess ability to independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge of operating personal computers, related software, and other office equipment.
6. Must possess ability to compose well written communication material and correspondence.
7. Must possess knowledge of office practices, procedures and some supervisory skills.
8. Must possess some knowledge and ability to supervise accounting for such collections and preparation of balances, reconciliations and statements.
9. Must possess general knowledge of County and department procedures and related duties concerning payroll, licenses and other related departmental issues.
10. Must possess some knowledge of the issuance of various licenses.
11. Must possess ability to perform detailed work with written or numerical data and make calculations accurately and within reasonable time period.

WORKING CONDITIONS:

1. Works indoors in adequate work space, temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise, stress, and disruptions.
3. Average indoor exposure to dust/dirt.

PHYSICAL/MENTAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, grasping, pulling, squatting and reaching necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso, as necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of small objects.
5. Must be able to pay close attention to details and concentrate on work.

EQUAL OPPORTUNITY EMPLOYER