

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

BULLETIN P – 3 (Repost #2)

POST DATE: December 30, 2021

APPLICATION DEADLINE DATE: January 14, 2021

*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: Department Clerk III

DEPARTMENT: Treasurers Office

RATE OF PAY: \$11.95 per hour

HOURS WORKED: 8:30 – 4:30

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. License, collect and record Hotel Excise Tax and assists the Treasurer, First and Second Deputies as needed or in their absence.

QUALIFICATIONS:

Education/Training: High School diploma or equivalent, plus technical accounting training, including computer and clerical training.
Work Experience: 1-2 years experience, clerical experience with some knowledge of accounting and computers; or any acceptable combination of experience and education.

ESSENTIAL FUNCTIONS OF JOB:

1. Assists the sales and recording of various licenses (i.e., Hunting, Fishing, Dog, Small Games of Chance, Bingo and Pistol permits) issued by the Treasurer's office and affiliated Dog agents.
2. Oversees the licensing, collections and accounting relative to County Hotel Excise Tax.
3. Operates computer, calculator and other office equipment as required to perform essential job duties.
4. Assists in interpreting and instructing others in new laws applicable to State Commission rules and regulations on various licenses.
5. Interacts daily with internal and external government offices and general public.
6. Answers phone calls and routine department questions and/or directs callers to the appropriate individual.
7. Maintains cash drawer, petty cash and other financial record keeping as assigned and balances the license fund account.
8. Services customers at counter and over the phone with a variety of department and license needs.
9. Types, files and performs other secretarial duties within the department.
10. Processes and/or mails checks for various departments, (i.e., retirement, payroll and accounts payable checks).
11. Prepares written communications, reports, press releases and other correspondence in a timely and accurate manner.
12. Prepares deposits from office license sales.
13. Travels occasionally to the bank to make deposits on behalf of the Treasurer and First Deputy.

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 function 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 collection of money, 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.
12. Must have access to an auto vehicle and have a bona fide Pa. Driver's License.

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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.
4. Travels to and from offices in the Courthouse and Annex and to the banks when necessary.

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