

**Job Title: Accounting Clerk Senior**

**Department:** District Clerk’s Office, Treasurer’s Office, County Auditor’s Office  
**Immediate Supervisor:** District Clerk, County Treasurer, County Auditor

**BRIEF DESCRIPTION OF THE JOB:** Performs high level accounting duties for the department. Performs data entry and customer service. Collects payments, posts checks, acts as backup for other office personnel and performs other duties as assigned.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

|   |     |   |
|---|-----|---|
| 1) Processes various payments by collecting fees from customers and from mail, entering payments into computer, issuing receipts, filing paperwork and running various reports.   | 35% | S |
| 2) Performs administrative duties by compiling various reports, assisting co-workers as needed, running errands, preparing deposits, assisting customers with various questions and requests and distributing checks and mail.  | 35% | S |
| 3) May perform specific duties related to the department by performing internal audits, processing payroll, filing incoming escrow payments, maintaining personnel files, coordinating Worker’s Compensation, preparing schedules for grant reporting, processing trust accounts and performing other duties as assigned. | 30% | S |
| <p align="center"><b><u>Physical Strength Column:</u>    S - Sedentary   L - Light   M - Medium   H - Heavy   VH - Very Heavy</b></p>   |     |   |

**PHYSICAL DEMANDS**

*Overall Physical Strength Demands:*

Sedentary     Light     Medium     Heavy     Very Heavy

*Codes: for each physical demand code listed:*

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

| Physical Demands     | Frequency Code | Description                                       |
|----------------------|----------------|---|
| Standing             | O              | Assisting customers at the counter, making copies |
| Sitting              | C              | Desk work   |
| Walking              | O              | To office equipment and other offices             |
| Lifting              | F              | Files and supplies                                |
| Carrying             | F              | Files and supplies                                |
| Pulling              | O              | File drawers                                      |
| Pushing              | O              | File drawers                                      |
| Using Fine Dexterity | C              | Computer keyboard, calculator                     |
| Reaching             | O              | For files and supplies                            |
| Kneeling             | R              | Filing  |
| Crawling             | N              |   |
| Twisting             | N              |   |
| Climbing             | R              | Stairs, step stool                                |
| Balancing            | N              |   |
| Seeing               | C              | Reading, computer screen                          |
| Hearing              | F              | Communicating with customers and co-workers       |
| Talking              | F              | Communicating with customers and co-workers       |
| Using Foot Controls  | O              | Driving   |

**Machines, Tools, Equipment and Work Aids:**

Computer and related software, calculator, copier, check-signing machine, fax machine, printer, typewriter, telephone, microfiche machine

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

| <b>ENVIRONMENTAL FACTORS</b> |   |                      |                           |
|------------------------------|---|----------------------|---------------------------|
| Dirt and Dust                | N | Extreme Temperatures | Noise and Vibration       |
| Fumes and Odors              | N | Wetness/Humidity     | Darkness or Poor Lighting |

| <b>HEALTH AND SAFETY</b> |   |                  |                       |
|--------------------------|---|------------------|-----------------------|
| Mechanical Hazards       | N | Chemical Hazards | Electrical Hazards    |
| Fire Hazards             | N | Explosives       | Communicable Diseases |
| Physical Danger or Abuse | N | Other (specify)  |                       |

| <b>PRIMARY WORK LOCATION</b> |   |           |        |
|------------------------------|---|-----------|--------|
| Office Environment           | X | Warehouse | Shop   |
| Vehicle                      | X | Outdoors  | Other: |

**Protective Equipment Required:**

N/A

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

|  |   |   |   |
|--|---|---|---|
| Time Pressures                           | C | Emergency Situations                          | R |
| Frequent Change of Tasks                 | F | Irregular Work Schedule/Overtime              | R |
| Performing Multiple Tasks Simultaneously | C | Working Closely with Others As Part of a Team | C |
| Tedious or Exacting Work                 | C | Noisy/Distracting Environment                 | O |

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience:**

Over three years up to and including four years of experience is required.

### **Certifications and Other Requirements:**

Security Bond  
Deputation and Oath of Office  
Automated Account Certificate  
Valid Texas Class C Driver's License

### **Supervisory:**

N/A

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

