COLUMBIA COUNTY
Job Description

Job Title: TREASURER CLERK
Department: TREASURER
Reports to: Treasurer
FLSA Status: Non-exempt
Preparation Date: July 2022
2026 Wages: Grade 6N, $16.18/hour;
Hours: Monday–Friday, 8:00 AM – 4:30 PM, 37.5 hours/week, one hour unpaid lunch
Apply: via Indeed or submit application/resume to mstrachko@columbiapa.org

SUMMARY: Processes license applications and receipts and assists with general office duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Processes applications daily at the counter, by mail (e.g. hunting, boat, small games of chance, dog, fishing), or via computer, receiving applications and fees, checking information for accuracy and completeness, verifying payment with fee schedule, checking license receipts from other agencies, reconciling license accounts, preparing account reports for Department of Agriculture, Fish Commission, and Game Commission.

2. Processes receipts, posting general fund receipts from various County departments, assisting with posting to computer

3. Assists with general office duties, updating files, processing payments, etc.

4. Post mail in a rotation with other clerical employees.

5. Helps in other departments where clerical help is needed: Commissioners, Elections, Tax and Veterans'. This includes, but not limited to: filing, shredding, copying, organizing, scanning, coding and data entry.

6. Any other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

High School diploma or G.E.D. and one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents and procedure manuals.

Ability to write routine reports and correspondence.
Ability to respond to public with friendly and courteous manner.
Ability to proofread numerical data with accuracy

MATHEMATICAL SKILLS:

Ability to calculate fractions, decimals and percentages and add, subtract, multiply and divide whole numbers

REASONING SKILLS:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

Work involves utilization of a computer and processing documents in an accurate manner as well as responding to inquiries over the phone and counter with completing or reviewing forms

WORK ENVIRONMENT:

Work is performed in an office environment.

The County of Columbia is an equal opportunity employer. In accordance with the Americans with Disabilities Act, as amended, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the Employer.