

SHELBY COUNTY GOVERNMENT
SHELBYVILLE, INDIANA 46176
VACANCY NOTICE

***Interested applicants (Internal & External) must submit a resume to:**

Donna Cook-HR Director at
dcook@co.shelby.in.us

DATE: May 18, 2017

POSITION: Clerk for Highway/Commissioner's Office

DEPARTMENT: Highway/Commissioner's

NUMBER OF HOURS: 35 Hours weekly

DUTIES: See job description below

REQUIREMENTS: See job description below-Prefer 2+ years office and/or payroll experience

SALARY: \$16.154 Hourly - (Highway Administration Schedule)

BENEFITS: Medical, Dental, Vision, Life, and Perf available after applicable waiting periods per plan documents. Vacation, Sick, Personal, Bereavement, and paid Holidays available per county handbook.

POSITION BEGINS: July, 2017

APPLICATION DEADLINE: May 31st, 2017

****Internal applicants: Please email resume to Donna no later than May, 31st.**

'All applicants considered for hire must obtain a criminal history background check. This background check must be completed prior to receiving an offer of employment. If selected for an interview, additional information will be provided at the time of interview.'

Thorough knowledge of basic bookkeeping principles, ability to perform arithmetic calculations, and maintain accurate financial records.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, forms, and reports.

Ability to effectively communicate orally and in writing with co-workers, other county departments, vendors, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to type with speed and accuracy and properly operate a variety of office equipment, including computer, printer, telephone, fax, typewriter, copier, calculator, two-way radio, and scanner.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to compile, collate, classify, file, post, and copy data.

Ability to occasionally work extended hours.

II. RESPONSIBILITY:

Incumbent performs a variety of bookkeeping and clerical duties according to priorities determined by supervisor. Incumbent's assignments are guided by broad policies and/or general objectives with decisions made by existing, well established policies and procedures. Errors in incumbent's work are usually prevented by standard bookkeeping checks and detected through supervisory review. Undetected errors may result in loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, vendors, contractors, and the public for the purpose of exchanging information and rendering services.

Incumbent reports directly to Executive Assistant of Commissioner's/Highway office.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 40 pounds, close vision, speaking clearly, and hearing sounds/communications. Incumbent may occasionally work extended hours.