SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE: Clerk – Treasurer / Tax Claim

DEPARTMENT: Treasurer / Tax Claim

LOCATION: SUSQUEHANNA COUNTY COURTHOUSE

REPORTS TO: Treasurer

WAGE: $13.56 PER HOUR

HOURS: Not to exceed 20 per week

POSITION STATUS: PART-TIME Union-Eligible

**General:**

* The position is known as an “at will” appointment, that is filled by the County Treasurer. The incumbent for this position is selected / chosen by the County Treasurer as long as the position of Treasurer / Tax Claim director is an appointment by the County Commissioners or as an elected official position. Section 1620 rights asserted.

**Minimum Requirements:**

* Must be able to read/write and understand the English language.
* Must have accurate computer and typing skills.
* Business Casual Attire.

**Work Hours Required/Availability:**

* Available to work variable hours 8am-4:30pm Monday - Friday

**Required Knowledge, Skills, and Abilities:**

* The ability to work well as a team and with minimal supervision.
* The ability to follow procedures both written and verbal accurately.
* The ability to be organized, learn quickly, and retain the information learned.
* The ability to communicate with both peers and the public, in person, and over the phone.
* Accurate computer and typing skills with experience using Microsoft Word, Excel, and Windows.
* Must have good attention to detail.
* Must have good collaboration, problem solving and analytical skills.
* Ability to maintain confidentiality regarding client and County information and records.

**Principal Duties and Responsibilities:**

Assist the Treasurer / Tax Claim Director with:

* Collection of Hotel Tax
* Issuance of Small Games of Chance and Bingo licenses
* Preparing tax sale files

**Principal Duties and Responsibilities Continued:**

* Know all licensing requirements and manage accordingly for:

Dog licenses

Hunting Licenses

Fishing Licenses

Small Games of Chance Licenses

Bingo Licenses

Special Firearm Permit

* Assist with public and interoffice daily operations.
* Assist in answering questions from the public in person or by phone.
* All other duties as required and/or assigned.

**Physical Requirements:**

* Must be able to perform the duties and responsibilities of the position in a normal office environment.
* Must be able to lift to 30lbs.
* Must be able to sit for long periods of time with occasional pushing, pulling, standing, walking, twisting, and reaching as necessary to carry out essential job functions.

**Special Requirements:**

* The applicant must pass the required pre-employment screening:
1. Background check with no record of criminal convictions.
2. Drug screening with negative results.
3. Providing documents as required by the Homeland Security I-9 process.

**DISCLAIMER:**

The above statements are intended to describe the general nature of, and level of duties being performed by a person assigned to this position.  They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required to perform this position.

**I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF PART-TIME FILE CLERK AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature

***In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with***