BINGHAM COUNTY
Is Recruiting for the Position of

CLERICAL SUPPORT – SHERIFF’S OFFICE
January 30, 2020

Salary: Starts at $14.12 per hour – DOQ/DOE
Full time, County Benefits Included
Closing Date: Open Until Filled

Pay Grade: N10 FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function
The principal function of an employee in this class is to perform secretarial, administrative, and office management duties for various functions falling under the purview of the elected Board of County Commissioners and the elected County Sheriff including Parks and Recreation, Emergency Management, and Drivers License Division; The work is performed under supervision of the Parks and Recreation Director but some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an office.

Essential Duties and Responsibilities (will vary by assignment)
- Provides clerical support to Parks and Recreation, Emergency Management, and Drivers License;
- Prepares correspondence, memos, letters, minutes, reports, work orders, and other documents;
- Issues and renews drivers licenses;
- May assist the County’s Building Maintenance Department with invoices and other clerical duties;
- Provides customer service by answering telephones and greeting walk-in customers, providing information, answering inquiries, scheduling appointments, and directing inquiries to the appropriate department;
- Processes, prepares, tracks and monitors claims, expenditures, costs, purchases and other fiscal items;
- Processes/verifies invoices and billings and prepares accounts payable;
- Processes and tracks purchase orders and receives supplies;
- Processes payroll information;

Bingham County
Established: February 1, 2019

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Revised:
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Collects data and drafts technical reports, documents and agreements;
Processes and tracks grant information and related materials;
Uses various software applications and/or maintains a database of information;
Enters data into County and Department systems and applications;
Maintains and files various documents, reports, manuals, operational plans, etc.;
Compiles and organizes schedules, brochures and related materials for presentations, meetings or other events;
Makes Park reservations;
Assists Parks and Recreation Director in planning for, responding to, and directing recovery actions for emergency situations;
Ensures timely submittal of water quality tests, billing, and other park issues.

Other Duties and Responsibilities
- Attends training and other workshops as needed;
- Represents supervisor at various meetings in his/her absence;
- May perform other duties as assigned;

Competency Requirements
Knowledge of:
- Accounting and record keeping practices and procedures.
- Customer service principles, procedures, and objectives;
- Principles and procedures of financial record keeping and reporting;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- English grammar, spelling, and punctuation;
- Record keeping and filing practices and procedures;
- Current office practices and procedures.

Ability to:
- Follow written and oral instructions;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Analyze financial data, reconcile accounts, and prepare reports;
- Maintain confidentiality of information processed or prepared;
- Perform duties and responsibilities independently;
- Research information and data and prepare reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Work well under pressure;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with fellow employees, supervisors, County administrators, and the public;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- High school diploma or GED is required and advanced training in office practices or general business classes is preferred, and
- One (1) year of secretarial/administrative experience is required and two (2) years of municipal office or accounting experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees in person or by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review, prepare, and evaluate documents and file them in a prescribed order, and organize and file documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, to sit and work at a keyboard for an extended period of time, and work in an office environment;
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 25 lbs. occasionally. The employee is regularly required to stand; maneuver throughout the worksite; sit; bend; stoop, crouch, and stretch. The employee is frequently required to use hands to operate a computer keyboard and standard office equipment; to handle or feel; and to reach with hands and arms.
Benefits
Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.co.bingham.id.us, then click on Human Resources and that will take you to our web page and on the right side you will see “Employee Benefits”, if you click on this you will be directed to our Benefits page.

How to Apply
A job description and the Application may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 110 or you may find the application on our website: www.co.bingham.id.us. When you have completed the Application and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day. You may also fax the paperwork to (208) 782-2681 or email it to: l pope@co.bingham.id.us by the closing date and time.

The back page of the Application is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Human Resources will notarize this page for you.

Items that must be attached to the Application

<table>
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<th>Item</th>
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<td>Valid Idaho Driver’s License</td>
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<td>Resume</td>
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If your application is not complete or does not have the required documentation, you will not be considered for this job posting.