



HUMAN RESOURCES



Email: acsojobs@adacounty.id.gov

Fax: 208-577-3559

www.adacounty.id.gov/sheriff

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

ACCOUNT CLERK I – DRIVER'S LICENSE

HIRING WAGE: \$15.00/hr.

STATUS: Part Time with No Benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at www.adasheriff.org/careers

GENERAL SUMMARY

The incumbent is responsible for performing clerical accounting duties to maintain financial accounts and records, in addition to, reconciling registers and preparing deposits according to standardized accounting practices. This position is located at the Ada County Sheriff's Office Administrative Services Bureau.

ESSENTIAL FUNCTIONS

- Counts, documents, and summarizes daily register balances, and reconciles with control totals;
- Prepares daily deposit and courier pickup;
- Serves as a cashier bank to make change for large bills;
- Files documents;
- Posts, by hand or by operation of a calculator or personal computer, a variety of items to individual accounts or other books and records;
- Performs a wide variety of clerical accounting, records keeping, and related tasks.

ADDITIONAL FUNCTIONS:

- May serve as a receptionist or call center backup;
- Performs other duties as assigned.

JOB REQUIREMENTS

- High school diploma or equivalent preferably supplemented by business school or college courses in bookkeeping or accounting;
- Previous work experience performing clerical-accounting duties preferred;
- Good knowledge of business math and English grammar, spelling and punctuation;
- Some knowledge of methods used in financial accounting and records keeping;
- Some knowledge of office terminology, procedures, routines and equipment;
- Skill in using personal computers, MS Office Suite and 10-key calculators;
- Ability to grasp the relationship between numbers, accounts, and items in accounts;
- Ability to understand and carry out simple verbal and written directions;
- Ability to work with others in the accomplishment of the required work;
- Ability to exercise judgment and discretion in the performance of duties;
- Ability to operate office equipment used to accomplish the work for this position;
- Ability to handle, count, and balance large amounts of money;
- Ability to handle money (currency, coin, checks, and credit cards) and make proper change.

OTHER REQUIREMENTS

- Must appear before an oral board and complete a polygraph and background check prior to hire;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

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