

# LINN COUNTY CLASSIFICATION

**TITLE: SENIOR SECTION CLERK**  
**NUMBER: 418**  
**PAY RANGE: 09**  
**CATEGORY: SEIU**

**APPROVAL ORDER**  
**NUMBER: 2011-165**  
**DATE: July 12, 2011**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform varied and complex clerical and program assistant functions for a major department head; or perform cashiering functions in the Tax Department, which includes receiving payments by mail or in person and posting to individual accounts. Relieve department head of routine technical and administrative tasks. Positions in this classification may serve as technician/specialists and assignments are performed with relative independence. Supervisory guidance is sought when clarification or interpretation on department policy is in question. This classification is distinguished by the exercise of authority over elements of a more complex and involved office workflow.

SUPERVISION RECEIVED: Works under the general supervision of the Office Manager or Chief Appraiser. Employee frequently develops and refines own work routines and is expected to carry assignments through to completion with only unusual or complicated tasks reviewed in detail.

SUPERVISION EXERCISED: Supervision of subordinate clerical positions' task activities may be a responsibility of positions in this classification; may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide advanced and specialized clerical support to department head, professional, or technical supervisor; establish and implement office procedures; prepare correspondence from rough draft or dictation; compose correspondence in accordance with standard policies. May route incoming mail and correspondence. Process routine matters independently.
2. Within defined guidelines, provide technical assistance for a program area, i.e. personal property, manufactured homes, tax collection and farm/forest.
3. Assist the public and answer varied inquiries which require a technical knowledge of department functions. May conduct interviews to obtain detailed information and to determine program eligibility. Explain policies and procedures and arrange appointments.
4. Perform cashiering functions which includes balancing individual stations to payments posted to individual accounts daily, deposit and balance with the Treasurers office daily and create adjustment, correction and refund vouchers and maintain records for all transactions affecting the tax roll. Work with the public to bring delinquent personal property and manufactured home accounts up to date.

5. Provide assistance to department staff on budget, personnel, purchasing and related matters.
6. Perform other related duties and provide backup clerical support in various sections of the department as needed.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office practices and procedures as required by the position. Considerable knowledge of basic English composition, spelling and grammar. Reasonable knowledge of the laws, rules, regulations and department policies of assigned section. Reasonable knowledge of bookkeeping principles and practices necessary to maintain various departmental or program records.

Ability to relieve a department head of administrative details with minimum supervision and with only general direction. Ability to plan, organize and supervise the work of subordinates as required by position. Ability to exercise good judgment, courtesy and tact in public contacts which may involve hostile and abusive customers, and maintain effective working relationships with other employees, public and private officials and the public. Ability to perform typing or word processing work at an acceptable level of proficiency as required by the position, Ability to work with numerical data and to make mathematical calculations accurately and rapidly. Ability to maintain the confidentiality of information.

Skill in the operation of a computer, typewriter and other office machinery as required by the position.

EXPERIENCE, EDUCATION AND TRAINING: Four years of progressively responsible experience in general office secretarial work which preferably included two years of experience in an Assessor's Office. Graduation from a senior high school, supplemented by college level coursework in secretarial science, bookkeeping or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.