



Clerk I- Fairgrounds

Classified

LEVEL: 9

GREENLEE COUNTY

Established Date: December 1, 2021

JOB SUMMARY

Performs complex clerical and office work. Performs other related duties as required under the Fair Manager.

ESSENTIAL JOB FUNCTIONS

- Work independently
- Answering telephones, taking messages
- Perform Word and Data processing
- Compile data, Data Entry
- File; Digital filing, as well as paper
- Organize files, logs, schedules, etc.
- Familiar with social media
- Creative marketing skills
- Greet customers
- Prepare for meetings
- Record keeping, accounting
- Communicate and act in a professional manner with the public, co-workers, and work contacts.
- Maintain confidentiality of work-related issues, customer records and restricted County information.

MINIMUM QUALIFICATIONS

- Any combination of education, experience and training that would provide the required knowledge and abilities to perform the responsibilities of this position. High school diploma or equivalent, and one-year general clerical experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard office practices and procedures.
- Accurate English grammar and spelling
- Excellent computer Skills including strong knowledge of Windows based applications; Word, Excel, Publisher and PowerPoint.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to communicate clearly and concisely complex issues with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient persona mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 50 pounds and work in an office and or outdoor environment.