

WINONA COUNTY CLASSIFICATION DESCRIPTION

Classification: Clerk II

Characteristics of Class:

Under general supervision an employee at this level is characterized by responsibility for a fairly complex to quite complex and important function, or subject matter within a department. A good knowledge of general office methods and equipment and of the functions and procedures of the department are essential. Skill in communicating with others are often important in positions in this class. Typing may involve technical terminology or the ability to design and layout reports, but the level of related responsibility is the governing factor in allocation to this level. An employee in this classification must have sufficient knowledge to be the primary reference source on the assigned subject and the ability to analyze and resolve a variety of work problems.

Supervisory Control:

There is considerable opportunity for independent judgment and decision-making that have the effect of finality in most cases. Errors could have an adverse effect on the department's public relations or in the expenditure of time and money. An employee at this level may be expected to exercise a critical approach to their regular routines and make suggestions for improvement.

Examples of Duties:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance, include all duties that may be found in positions of this class.

- Types straight copy from rough drafts or correct forms. Prepares materials for duplication. Makes tables, graphs, charts or diagrams, based on data supplied.
- Classifies informational material correspondence, special forms, records, orders, and other items following method designed by department. Sets up files and/or codes, indexes, tabs, or otherwise prepares classified material for filing or identification using department system. Maintains systematic filing system.
- Composes correspondence requiring specific knowledge of methods, procedures, policies, or other information. Checks standard forms and/or correspondence for inaccuracies of spelling, punctuation, grammar, spacing, or general appearance.
- Makes simple or routine entries in record books or standard forms by longhand or computer. Makes ordinary calculations requiring more than one step, with or without using a machine. Makes out various routine forms such as checks, receipts, invoices, for letter addresses, or other items, according to designated procedures by longhand or use of computer. May prepare vouchers.

Examples of Duties (Cont'd):

- Draws up contracts, specifications, or other forms requiring specific knowledge of methods, procedures, policies, or other information. Reads incoming correspondence to determine destination. Anticipates need of supported officials and gathers records, letters or other specific information that might be wanted. Arranges for appointments and meetings by consulting a list, time schedule, or other record, or by contacting, directly or indirectly, the persons concerned. Makes arrangements for reservations, purchase of tickets, or other similar matters.
- Answers fairly complex to quite complex questions and gives requested directions, or information, personally or by telephone. Explains details of services, methods or policies and refers applicants, clients or other individuals to appropriate personnel. Obtains necessary or desired information, authorizations, approvals, signatures, or other data from customers, supervisors, or other individuals. Assists individuals in completing necessary forms. Helps train new clerical staff.
- May be asked to research, analyze information and communicate findings.
- May work with cash or checks and receipts.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

Any combination of training and experience providing the following knowledge, skills, and abilities, listed in their relative order of importance.

For Full Performance:

- Considerable knowledge of modern office procedures, practices, and equipment.
- Knowledge and accuracy of arithmetic computations.
- Ability to establish and/or maintain effective filing system.
- Ability to compile data and prepare reports from such data.
- Ability to compose correspondence requiring the application of a knowledge of methods, procedures, policies and other information.
- Ability to make decisions in accordance with laws and departmental policies and procedures.
- Arithmetic skills with no errors using addition, subtraction, multiplication, and division.
- Accuracy in making routine bookkeeping entries, in filling out business forms and spelling, punctuation, and grammar, both orally and written.
- Ability to make accurate comparisons of verbal and numerical data.
- Ability to work with various groups, including volunteer groups, to help organize, assist, and advise on work-related issues.
- Knowledge of the legal and technical forms and terminology of the area of specialization.
- Skilled in the use of office equipment required in the area of specialization.

For Pre-Employment:

- Knowledge of Microsoft Word and Excel computer programs.
- Knowledge and accuracy in the use of the English language and grammatical structure.
- Ability to schedule and interrupt work in order to meet deadlines or coordinate with other schedules.
- Ability to type from plain copy accurately.
- Ability to deal effectively with and communicate informatively with the public.
- May be required to pass a personal background investigation.
- Any combination of education and experience equivalent to graduation from high school and three years of increasingly responsible general clerical experience.

Safety and Training Requirements

The County expects each individual employee to cooperate in every respect with the Safety Program so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, the Winona County Personnel Policies and Procedures Manual, the countywide safety rules, department safety rules, and specific job training.

Behavior Standard

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

January 28, 2021 | 8:18 AM CST

Ken Fritz

Date Approved

County Administrator

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

5.5	hours a day sitting
1	hours a day standing
1	hours a day walking
.25	hours a day kneeling
.25	hours a day stooping
1	miles a day walked
3	feet climbed using a ladder
	feet climbed on an incline
100	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
25	pounds lifted waist high
10	pounds lifted shoulder high
10	pounds lifted above the head
pounds are...	
X	pounds are carried alone
X	pounds are carried with someone else
20	distance weight must be carried (feet)
X	pounds are pushed
	pounds are pulled
X	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	computer/electronic equipment
	hand tools
	electric tools
X	manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

Critical	useful	
X		see
X		distinguish colors
X		hear or listen
	X	taste
	X	smell
X		touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	Reading	X	analyzing data
X	Writing	X	searching for solutions
X	basic arithmetic	X	creating methodologies
X	Mathematics	X	conducting research
X	weighing and/or measuring	X	managing resources
X	visualizing conclusions		evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are:

7	hours a day spent working under time pressure
6	hours a day spent working rapidly
100	% of time spent indoors
	% of time spent outdoors
	% of time spent in an automotive vehicle
90	% of time spent at a desk, bench or window
	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
	The surface of the working environment is sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments:

License Clerks must be able to stand a majority of their shift.