

Benton County
Job Description

Job Title:	Clerk	Job Code:	
Department:	County Auditor	Reports To:	Auditor
FLSA Status:	Non-exempt, salaried position	Supervises:	
Prepared By:	Hayley Rippel	Prepared Date:	July 11, 2025
Updated By:		Updated Date:	

SUMMARY

The Clerk is responsible for assisting the Auditor and/or Deputy Auditor with his/her duties including, but not limited to, processes related to government accounting and budgeting; accounts payable, receivables, payroll, real estate along with variety of routine clerical duties involving all aspects of the auditor's office and keeping information easily accessible to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. **These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

1. Assist as assigned with financial reporting and/or data entry relating to other duties of the Auditor's office.
2. Assist as assigned with the review of claims and data entry related to accounts payable.
3. Assist as assigned with voter registrations, election preparation, testing and preparing voting equipment to ensure it is working properly, issuing and receiving absentee ballots, assisting voters at the counter, including election extended evening hours and some required Saturday office openings.
4. Assisting with real estate transfers and maintain related records.
5. Prepares and updates various types of reports including but not limited to, department budgeting report totals.
6. Handling correspondence, sorting mail, answering phones, filing documents, and performing other general office duties.
7. Assist in maintaining the Auditor's Office website and related information as needed.
8. Takes the minutes for the Board of Supervisors meetings as needed.
9. Performs other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent
Knowledge of Microsoft Office
Two year degree preferred
Government experience desired

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Ability to effectively communicate verbally and in writing with internal and external customer.

TECHNICAL SKILLS:

Ability to proficiently operate office equipment, including computer, calculator, printer, fax machine, copy machine, paper shredder and multi-line telephone.

OTHER SKILLS AND ABILITIES:

- Ability to create and maintain positive interpersonal relationships internally and with external contacts.
- Ability to provide informative and professional assistance when working with the public/customers and co-workers.
- Ability to understand and follow instructions.
- Ability to keep County information confidential.
- Demonstration of good oral and written communication skills.
- Demonstration of strong organizational skills.
- Ability to effectively interact with individuals at all age, educational and income levels.
- Knowledge of state, local and federal laws and regulations regarding voting and elections.
- Knowledge of legal terminology and understanding of legal documents.
- Demonstration of hands-on technical computer skills.
- Ability to work in a professional and courteous manner.
- Handle moderate levels of stress, meet deadlines and solve problems appropriate to the position.
- Handle multiple tasks and competing priorities.
- Occasionally travel to attend seminars or training.
- Occasionally stay overnight for one or more nights while attending seminars or training.
- Work occasional early mornings and late evenings, weekends, and additional time as needed.
- Regular on-site work attendance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to talk or hear. This employee is regularly required to sit. The employee is regularly required to walk; use hands to finger, grasp, push or pull and reach with hands and arms and sustain repetitive movements. The employee must frequently lift and/or move up to 10 pounds; occasionally lift and/or move up to 50 pounds and exert up to 50 pounds of force to move objects.

The visual requirement of this job is similar to those classified as machine operators, inspection, close assembly, clerical and administrative. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).