

Scott County Government

Position Description Form

Position: Job Title: Bookkeeper/Title Lien Clerk
Department Name: County Clerk
Supervisor Title: Recordings Supervisor

Position Summary

Under limited supervision, performs responsible and varied administrative clerical and bookkeeping duties, including but not limited to recording and maintaining permanent records, receiving money and issuing receipts.

Duties and Responsibilities

Essential Duties - Bookkeeping:

- Perform all duties necessary to maintain and balance the bookkeeping system in the office
- Record and balance all receipts and expenditures of monies
- Complete and send all required monthly reports to various state agencies
- Process daily receipts and make daily bank deposits
- Maintain and balance bank account
- Post Journal Entries to the General Ledger
- Maintain day-to-day accounts and deposits
- Reconcile bank statements by comparing with daily/weekly reports
- Maintain accounting database using approved software
- Maintain accurate records for tracking and follow up
- Process checks and deposits in a timely manner
- Process daily, weekly, monthly, and quarterly reports
- Communicate with customers, employees, and other individuals to answer questions
- Answer telephones, transfer calls, and take messages when needed
- Proof accounting report for clerical accuracy
- Assist & provide auditor with all necessary documents to perform yearly audits
- Manager overrides for frontline employees for voids or refund transactions
- Write Refund Checks when Chief Deputy is absent
- Reconcile Web Bank Statement
- Generate summary sheets to be used by supervisor or auditor
- Prepare financial reports and various accounting statements
- Prepare, post, verify, and records customer payments and transactions related to accounts receivable

- Train, supervise, and provide feedback on tasks performed by lower-level clerical staff
- Manage unclaimed properties

Essential Duties Title Lien Clerk:

- Assist clerks when they have balancing issue in KAVIS
- Record retention
- Maintain day-to-day lien filings and lien reports
- Record and file all lien filings and lien releases from incoming mail
- Maintain accurate records for tracking and follow up
- Ensure that all liens have been filed
- Proof all liens to ensure that everything matches and scan in system
- Mail out termination statements to lienholders
- Provide quality service to customers or dealers who come in to file or release a lien
- Communicate with customers, employees, and other individuals to answer question
- Answer telephones, transfer calls, and take messages when necessary
- Filing of Title Lien Statements
- Maintain Lien Report per KRS
- File

Secondary Duties:

- All duties listed for Chief Deputy County Clerk
- Assist in Elections with Absentee Voting and Training
- Other duties that may be assigned or required
- Cover election department as needed

Position Dimensions

Education and Experience:

- High school education or GED and two years of related experience
- Preference will be given to applicants with an associate or bachelor's degree in a related field.
- Prior experience using computers and software including the MS Office Suite and accounting software preferred

Co-workers:

- Assist when someone is having trouble backing out in KAVIS
- Retrieve change for others as needed

General Public:

- Answer phone calls/ in person requests to assist with licenser refund checks and unclaimed properties
- File or release lien for general public in office

Technology:

- Use a variety of office machines including typewriter, calculator, copier, fax machine, and computer equipment
- File and release liens on computer
- Write checks on computer
- Print liens on Titles
- Use calculator for bookkeeping
- Occasionally fax or email copy of lien releases

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Lifting full bankers boxes @ beginning of year due to records retention, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____