

# YANKTON COUNTY

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Clerical</b>
<b>Reports To:</b>	<b>Department Head or Office Manager</b>
<b>Classification:</b>	<b>Non-Exempt</b>
<b>Introductory Period:</b>	<b>180 Days</b>
<b>Self-Termination Notice Expectation:</b>	<b>Two Weeks</b>

### General Statement of Duties:

- Performs duties as assigned by the department head or designated supervisor
- Performs basic clerical duties including typing, filing and record maintenance
- Serves as a receptionist
- Maintains records and files

### Supervisory Responsibilities:

- NONE

### Minimum Qualifications:

- High School diploma or GED
- Must be able to operate office machines
- Must have good typing and communications skills
- Must have computer knowledge with Microsoft Office and Accounts Payable and Receivable

### Other Requirements:

- Must be able to work with confidential information
- Must be able to meet and deal with the public in a friendly, helpful manner

### Certification:

I hereby certify that I have read and accept the duties and obligations associated with this position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date